MDOS Steering Committee Meeting Minutes

2022 May 25, 2:00-3:00 PM ET, Google Meet

Agenda

1. MDOS election:
   a. Nomination form responses
   b. Recruiting candidates:
      i. Messages sent to MDOS and SAA Announcements lists; others?
      ii. Recruiting candidates via personal networks?
   c. Candidate info/statements supposed to be posted to MDOS site (see SAA Section Election Guide)
   d. Ballot Information Due to Felicia Owens (fowens@archivists.org) on June 1:
      i. List of open positions;
      ii. List of candidates (full names and position they are running for);
      iii. Link to candidate statements "News Item" on your section microsite.
   e. Week of June 24: election!

2. Annual meeting:
   a. 📄 2022 MDOS Annual Meeting Discussion Topics
   b. Sign up to host discussion topics (? Two SC members per breakout room)
   c. Last year:
      i. Folks changed rooms (either at a set time or whenever)

3. SAA CORDA (Committee on Research, Data, and Assessment): does MDOS have any datasets (for example, survey results) to deposit into the SAA Dataverse?
   a. Archival Outlook article with info about the SAA Dataverse.
   b. Detailed instructions and guidance for ingesting datasets: https://doi.org/10.15139/S3/X4ZO8P.

4. Environmental Data and Governance Initiative (EDGI) petition to EPA
   a. EDGI website: https://envirodatagov.org/website-governance/
   b. Draft letter to EPA: https://docs.google.com/document/d/1B-6EjZ08zEWnlbPJTbm6NYgjStO3XA0Fn2HNhdVRPZ0/edit?usp=sharing
   c. Signatures were due 5/20 (but there may be an extension)
      i. Google form

5. Focus Group questions: any additional comments or feedback on revised draft (April 2022)?

Attendance

Present

- Adolph, Bailey (Early Career Member, 2021-2022)
- Bailey-Tomecek, Christy (Social Media Coordinator, 2020-2023)
- Friedman-Shedlov, Lara (Co-Chair, 2021-2023)
- 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

- Gutiérrez-Jones, Natalia (Education Coordinator, 2019-2022)
- Murphy, Edwina (Member, 2021-2024)

Minutes

1. Section elections
   a. 1 candidate submission currently. Steering committee members are encouraged to reach out to their networks to find candidates.
   b. Mike will send the call to other metadata and digital object related section's listservs and reach out to Felicia about the current status of the ballot and possible extension of the June 1 deadline.
   c. Jessica created a draft of the candidate statement page on the microsite and will publish it once the ballot is complete.
2. Annual Meeting
   a. Two steering committee members should sign up to lead the small group discussions in the breakout rooms.
   b. Possible agenda
      i. Business meeting portion
         1. Provide election results
         2. Update on activities for the year - newsletter, upcoming focus groups
         3. Section liaison announcements
      ii. 20 minute breakout rooms on certain topics
   c. Have a debrief at the end where steering committee members report on their breakout room's discussion.
      i. Will need structure to the breakout rooms to encourage participation.

      d. Poll attendees on what topics they're interested in
      e. Mike will send a save the date message to the listserv in June and then a reminder in July. He'll create and include a poll for members to select and suggest topics for the breakout rooms.

3. SAA Dataverse
   a. CORDA is looking for research data to deposit in the Dataverse. For example, any survey results from the section. The data must be actionable in a spreadsheet with PII redacted.
   b. The steering committee didn't find any useful past survey data as it's mostly annual meeting polls. MDOS will plan to deposit the focus group data once they're completed.

4. EDGI petition to EPA
   a. The EDGI is looking for organizational and individual signatures to support their effort to encourage the EPA to keep their archive of websites.
   b. The steering committee is in support of signing it. Lara will submit the Google Form.

5. Focus group questions
   a. After the fiscal year, we will submit a request for funding to provide incentives.
   b. MDOS will plan to recruit people to participate during the annual meeting.
   c. Focus groups will occur in the fall, so there is still time to work on this.
   d. Jessica discussed whether the focus group participants should be read the MDOS mission and purpose ahead of time or whether we want their unbiased perceptions. The steering committee liked the option to ask for perceptions of participants first on what MDOS is, then read them the mission as a comparison.

Action Items

1. All steering committee members - reach out to your networks to find candidates.
2. Mike
   a. Send the election call to other metadata and digital object related section's listservs. DONE: 5/25
   b. Reach out to Felicia about the current status of the ballot and possible extension of June 1 deadline. DONE: 5/25
   c. Send an annual meeting save the date message to the listserv in June and include a poll on topics to discuss.
3. Jessica - Finalize candidate statement page on the microsite when we have a full ballot.
4. Lara - Submit form for the EDGI petition to the EPA