MDOS Steering Committee Meeting Minutes
2018 May 23

Attendance
Blake (minutes), Martha, Laurel, Aaron, Rebecca, Courtney, Elisa

Agenda
Planned agenda items include survey results, planning & CFP for the annual meeting, and creating a shared MDOS Committee workspace.

Minutes
2018 MDOS Member Survey:
- Considering the total section members exceed 2000, MDOS had a very low response rate with ~60 respondents
- Lightning Talks was most popular option for annual meeting
- Workflows & metadata case studies were strong topics in the responses

Creating a Shared MDOS Workspace:
- Google shared space – Elisa will setup (ACTION ITEM)
- Minutes for MDOS meetings will now be placed in shared Google Drive

CFP
- Brainstorming potential areas of interest for lightning talks: metadata solutions, practical accomplishments with workflows, or policies/strategies that have helped reach goals
- The invitation for lightning talk proposals will be sent out next week (May 29th) via listserv. Create a google doc with invitation. A chair will send invitation. (ACTION ITEM)
- Martha will share in Google Docs the 2017 invitation to present at the annual conference and the final 2017 MDOS program for the same conference. (ACTION ITEM)
- Submissions will be managed through Google Forms, so the form will need to be created prior to invitation – Blake will get this started asap. (ACTION ITEM)
- The form will need to include name, organization, title, brief description
- Deadline for submission will be June 15th
- Share cfp on social media channels – Rebecca. (ACTION ITEM)

Fixing the Metadata Directory webpage (on MDOS microsite)
- Committee agreed table this task until after the annual meeting.
The committee may need to divide tasks amongst the committee to fix issues (e.g., checking links, updates to standards, additional standards, formatting corrections).
Announce at annual meeting our plans to update this area

2018 Election Ballot (due June 1st)
- Co-Chair position
- One steering committee position (replacing M. Torres’ position)
- New Position: Education Program Coordinator
- Blake will draft positions and their descriptions for committee review, and will then submit ballot information to Felicia Owens before June 1st. **(ACTION ITEM)**

Next Meeting
- July 3rd at 1pm (Zoom invitation)