

# 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 lightening talks: metadata solutions, practical accomplishments with workflows, or policies/strategies that have helped reach goals
- The invitation for lightening talk proposals will be sent out next week (May 29<sup>th</sup>) 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 15<sup>th</sup>
- 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 1<sup>st</sup>)

- 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 1<sup>st</sup>. (ACTION ITEM)

#### Next Meeting

- July 3<sup>rd</sup> at 1pm (Zoom invitation)