

# MDOS Steering Committee Meeting Minutes

2019 December 06

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## Doodle Poll

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## Zoom Meeting

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## Agenda

- Review MDOS Annual Meeting Session Brainstorm document
- Brainstorm MDOS Steering Committee Goals for 2019-2020 in accordance with [SAA's Strategic Plan, 2020-2022](#)

## Attendance

### Present

- Gutiérrez-Jones, Natalia (Education Coordinator, 2019-2022)
- Landaverde, Elisa (Member, 2018-2020)
- Runyon, Carolyn (Co-chair, 2018-2020)\*
- Searcy, Rachel (Member, 2019-2022)
- Wilkinson, Elizabeth (Co-chair, 2019-2021)

\*Minute-taker.

## Absent

- Butler, Courtney (Member, 2018-2020)
- Pattillo, Rebecca (Social Media Coordinator, 2018-2020)
- Serrao, Jessica (Web Liaison, 2019-2022)
- Tuomala, Meg (Council Liaison, 2019-2022)
- White, Angela (Member, 2018-2021)

## Minutes

- The Steering Committee discussed the need to brainstorm ideas for the Section's session at ARCHIVES\*RECORDS 2020: Creating Our Future. The group determined that members will need to outline a format for the session by March 2020 in order to reserve the space and time at the annual meeting.
  - **All members of the steering committee should brainstorm ideas for the Section's session at SAA Annual for discussion during January and February 2020 Steering Committee meetings.**
- The Steering Committee discussed goals for 2019-2020.
  - Carolyn Runyon reviewed the Section's [standing rules](#), but did not find significant need for edits.
  - Natalia Gutiérrez-Jones shared a draft of Education Resources she authored and discussed the potential to launch a website with metadata standards, recent articles, helpful social media accounts, and other relevant content. She suggested that a WordPress site might be used to better communicate resources with the section.
    - **A smaller group comprised of Jessica Serrao, Natalia Gutiérrez-Jones, and Elisa Landaverdie, as well as others who want to participate, will continue to draft ideas and content for this resource so that the larger group can determine sustainability and the most appropriate platform for the content.**
  - **Carolyn Runyon will draft and disseminate a message communicating the Steering Committee's goals for the upcoming year for review. Upon edit and review by the committee, she will make an announcement over the listserv and on the microsite.**
- Carolyn Runyon reviewed roles and permissions on the Section's microsite and sent updates to Felicia Owens who updated them. Folks should check to ensure they have the right access and roles assigned on the microsite.
- **Carolyn Runyon will reach out to Privacy and Confidentiality section to see if interested in a Twitter chat.**
- **Carolyn Runyon will send out a Doodle poll to schedule another meeting in January 2020.**

# Addenda

## Draft of MDOS Steering Committee Goals, 2019-2020

- Review the current MDOS Standing Rules and propose changes in 2020.
- Review the MDOS microsite, including educational resources, propose changes in early 2020, and present new web resources to members of the Section at the SAA Annual Meeting in August 2020.
- Plan and execute a dynamic meeting for the SAA Annual Meeting in August 2020.