

MDOS Steering Committee Meeting Minutes

2020 January 14, 2 PM EST

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Doodle Poll

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Zoom Meeting

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Agenda

- Review MDOS Annual Meeting Session Brainstorm document
- Other business

Attendance

Present

- Gutiérrez-Jones, Natalia (Education Coordinator, 2019-2022)
- Landaverde, Elisa (Member, 2018-2020)
- Pattillo, Rebecca (Social Media Coordinator, 2018-2020)*
- Runyon, Carolyn (Co-chair, 2018-2020)
- Serrao, Jessica (Web Liaison, 2019-2022)
- White, Angela (Member, 2018-2021)

*Minute-taker.

Absent

- Butler, Courtney (Member, 2018-2020)
- Searcy, Rachel (Member, 2019-2022)
- Tuomala, Meg (Council Liaison, 2019-2022)
- Wilkinson, Elizabeth (Co-chair, 2019-2021)

Minutes

- Discussion of Annual Meeting section meetup
 - “Marketplace of Ideas”
 - Carolyn will let rest of section know about this idea and see if they are amenable.
- MDOS education resources
 - Better to have them on microsite instead of creating a separate wordpress
 - How to differentiate between different sections on microsite with html - next step
 - Set up a way for people to be able to submit their own resources - possibly enable the comments section on the resources page only? Make sure that actually sends us a notification. Or provide web liaison and education coordinator’s emails? Also could do a Google Form - more work than it’s worth?
- Jessica will continue to go over microsite, testing links, reviewing navigation, and come back for next meeting with updates.
 - Annual reports are now up-to-date.
 - Will download meeting minutes as PDFs and put them into microsite
 - Sustainability of our section documents - Carolyn suggests we put all our documents in SAA Connect site so it’s not tied to a former section member. Currently tied to Elisa’s institutional google account.
 - We need guidelines for how to name files, how to organize, and where documents are stored - basic data management plan for ourselves - i.e. [year]_[mm]_[day]_minutes.pdf / [year]_[mm]_[day]_agenda.pdf. This plan could be archived on our SAA Connect space along with other non-public documents. Carolyn will look into this and provide more direction.
- Social Media and Google Drive Accounts
 - Discussion of having a separate gmail account to set up Google Drive and will also use it with the Twitter account that is currently tied to Rebecca’s email.
 - LinkedIn account - who monitors that?? Currently linked from microsite landing page.
 - Carolyn will reach out to Meg, our council liaison, to see about more structured support from SAA to help with this.