

# MDOS Steering Committee Meeting Minutes

2020 March 6, 3 PM EST

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## Scheduling Poll

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## Zoom Meeting

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## Agenda

- Description/MDOS Joint Session at Annual Meeting
- MDOS Gmail Account
- MDOS Social Media Accounts
- MDOS Microsite

## 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)
- Searcy, Rachel (Member, 2019-2022)
- Serrao, Jessica (Web Liaison, 2019-2022)
- White, Angela (Member, 2018-2021)

- Wilkinson, Elizabeth (Co-chair, 2019-2021)

\*Minute-taker.

## Absent

- Butler, Courtney (Member, 2018-2020)
- Tuomala, Meg (Council Liaison, 2019-2022)

## Minutes

- Description/MDOS Joint Session at Annual Meeting
  - Agreed on format (Marketplace of Ideas)- sent out google form to various listservs. Will have updates from TS-
  - DACS and TS-EAS.
  - If not on subgroup and would like to participate in the planning, let Carolyn know
  - Within MDOS google shared space there's a folder for the event with more info and stay up to date with the progress
- MDOS Gmail Account
  - Recommended as way forward by Felicia. Carolyn has shared PW with those who may need it for linking social media accounts, web liaison, etc.
  - Need policies around that document how we share the gmail account - who gets the pw? Does it change after the annual meeting when a new chair comes in?
    - Natalia, Jessica, and Rebecca will work on policy for gmail, social media accounts, microsite
      - make sure pws go to more than one person, recommend changing pw every year. Inventory of non-SAA accounts. Should this be part of a larger procedural manual (i.e., how we manage/maintain the microsite, where we store minutes, etc.)?
    - Is this something we'd want to share more broadly with other sections? Should we see if others have done this? **Send an email to SAA leaders list about sustainability/practices. - Carolyn**
    - **Create Google Doc draft document and send to group - Rebecca**
- MDOS Social Media Accounts
  - Changed twitter account email to the new Gmail account
  - Personal phone number also connected to the account
  - Is this a position we maintain?
  - LinkedIn - who has access to this!? - **Rebecca will contact current admins of LinkedIn (Arcadia Falcone and Martha Parker)**
- MDOS Microsite
  - Jessica added icons for social media accounts (LinkedIn and twitter)
  - Added Annual Reports - but none for 2015 was submitted to SAA

- Updated meeting minutes - only for 2018-2020 because that's all she had access to
- Added annual meeting minutes/agenda for 2016-2020
- Once we have agenda set for future annual meetings, will be added to the microsite
- Edited the Educational Resources list - would like feedback on organization
  - How should we direct folks to submit new resources? Should it be sent to the Education Coordinator
  - Carolyn suggests sending out an email to listserv showing off the new Educational Resources - Jessica
- Not able to delete things from the microsite - Carolyn says to contact Matt Black
- **Jessica will delete links to the LinkedIn on the microsite**
- Discussion of maintaining section -
  - we don't have an active list, takes arm twisting for nominations, many folks look to DLF metadata section. Is it worth addressing it at the section meeting? Probably not since we are having a joint meeting.
  - Another approach is a survey to elicit responses that way - maybe announce the survey at the section meeting
  - Wait to see if this discussion should move forward after call for nominations for next cycle
- Election cycle dates:
  - May 15 -- Deadline to issue call for nominations
  - June 1 -- ballot information
  - June 22-26 -- ballots open