

MDOS Steering Committee Meeting Minutes

2020 April 21, 3:00 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
- [Email and Social Media Account Guidelines](#)
- Documentation for Microsite Maintenance
- Early Career Member Program Participation
- Section Elections

Attendance

Present

- Butler, Courtney (Member, 2018-2020)

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

*Minute-taker.

Absent

- Gutiérrez-Jones, Natalia (Education Coordinator, 2019-2022)
- Tuomala, Meg (Council Liaison, 2019-2022)
- White, Angela (Member, 2018-2021)

Minutes

- Carolyn Runyon provided an update on planning for the Description/MDOS Joint Session at Annual Meeting. The planning group has decided to switch from the “marketplace of ideas” format to a more traditional presentation format to accommodate virtual participation.
- The committee discussed the draft [Email and Social Media Account Guidelines](#)
 - The group discussed the MDOS LinkedIn group and 7 out of 7 members present agreed to delete or abandon the group.
 - Rebecca to enter details about Twitter account management.
 - Carolyn to build out Google Drive guidelines.
- The committee discussed Documentation for Microsite Maintenance.
 - Jessica Serrao is leading these efforts and has begun adding a style guide to the Guidelines documentation.
 - Jessica Serrao also reported that she spoke with Matt Black to discuss microsite pages no longer in use. She plans to use the unpublish option to preserve the page, but make it invisible to end users.
- The committee debated the pros and cons of participating in the Early Career Member Program.
 - Committee members present agreed that by hosting an early career member, we need to offer mentorship from the Co-chair and have a well-defined project.
 - Committee members discussed the possibility of the immediate past chair working with an Early Career Member and updating the Section’s [Standing Rules](#) to codify the practice of the immediate past chair mentoring Early Career Members or interns.
 - Committee members discussed potential service-oriented projects that the Early Career Member could undertake, including maintenance of the Educational Resources or helping to develop a regular presentation or tutorial series. Rachel

Searcy suggested a short tutorial series on practical tips or demonstrations such as OpenRefine tricks. Jessica Serrao commented that short tutorials would be excellent additions to the website.

- 6 out of 7 steering committee members present voted to host an Early Career Member. 7 out of 7 steering committee members present voted not to hold an election for the Early Career Member in order to reduce the barrier to participation.
- The committee discussed upcoming [Section Elections](#). The following members are rolling off the committee: Butler, Courtney (Member, 2018-2020), Landaverde, Elisa (Member, 2018-2020), Pattillo, Rebecca (Social Media Coordinator, 2018-2020), Runyon, Carolyn (Co-chair, 2018-2020). Carolyn Runyon agreed to remain on the committee to continue serving as a member.

Action Items

- Rebecca Patillo will reach out to the LinkedIn group's current administrators to see if the group can be deleted.
- Rebecca Patillo will contribute guidelines for managing the MDOS Twitter account in [Email and Social Media Account Guidelines](#).
- Jessica Serrao will continue her efforts to establish, implement, and document best practices for managing the microsite.
- Carolyn Runyon will reply to Felicia Owens expressing interest in MDOS participation in the Early Career Member Program.
- Carolyn Runyon will draft a Call for Candidates for the Section Election and send it to the group for review by April 27.
- Carolyn Runyon will send the Call for Candidates for the Section Election to the MDOS email list on May 1.
- Carolyn Runyon and Elizabeth Wilkinson will review the ballot by May 15 and ask the committee to assist with recruitment if necessary.

Supplemental Materials

Start Preparing for 2020 Section Elections!

Apr 3, 2020 10:06 AM

Felicia Owens

Section Leaders:

It is time to start preparing for your section's annual election! I have put together this Section Election Guide to clarify the timeline for this process as well as provide templates and examples where applicable. Please follow the link below to review the guide and email me at fowens@archivists.org if you have any questions.

By June 1, please email me your election information, including open positions, list of candidates, and the link to their candidate statements on your section microsite.

SAA SECTION ELECTION GUIDE

(This guide - and more! - can be found on the SAA Leader Resources page.)

Wishing you all well - take care!

Best,
Felicia

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"Early-Career Member" Program

For a number of years now, SAA has been developing mentorship and leadership opportunities for students and new professionals to become more involved in SAA. We are now entering the second year of our "Early-Career Member" program, designed to provide strong mentorship opportunities to new professionals as well as allowing them to see the inner workings of these groups and contribute to important work on behalf of SAA and the profession.

I encourage all committees, subcommittees, boards, task forces, and working groups to consider welcoming an early-career member to their group for the 2020-2021 term! Take time to discuss the possibility with your entire group and consider and ensure that your group has a clear plan for providing a strong mentorship experience.

Early-career members work directly with the appointed group, participating in all meetings as well as assisting with special projects, research, or administrative tasks, when applicable. These early-career member positions are an excellent professional service opportunity that support SAA's [core values](#) and our commitment to "providing an open, inclusive, and collaborative environment" for all of our members. These appointments will officially start this August and run through the 2021 Annual Meeting. See last year's [Call for Early-Career Members](#) for more information.

If your appointed group would like to have an early-career member for the 2020-2021 term, please email me at fowens@archivists.org by Friday, April 24, to indicate your interest! SAA staff will issue a call for volunteers in May and connect with appointed group chairs to finalize appointments no later than July.

Section Leaders: You are also welcome and encouraged to host an Early Career Member! Each steering committee can discuss whether to include this position on their annual election ballot or to appoint an individual (following a call for volunteers issued to the respective section).