

MDOS Steering Committee Meeting Minutes

October 18, 2021 11:00 AM - 12:00 PM ET via Google Meet

Video call link: [URL removed]

Agenda

1. Introductions and welcome to new members
 - a. Explain roles on SC, for those who have them
 - b. How long have you been involved in section?
2. Housekeeping:
 - a. Notetaking: rotate with meetings or any volunteers?
 - b. Meeting schedule: pick regular time (i.e., 3rd Monday of the month) or conduct monthly polls to find time?
3. Recap of 2020-2021 accomplishments ([MDOS Annual Report](#))
 - a. Revision of the MDOS by-laws that were passed during the 2021 election.
 - b. Survey of the section membership in the fall of 2020; results included:
 - i. Interest in skill sharing webinars, topical discussions, and a news round up.
 - ii. Desire to engage in a joint section meeting
 - c. Organized a joint section meeting with the Visual Materials section.
 - d. Re-launch of the section newsletter. Guidelines to ensure consistency and timelines will need to be created.
 - e. Continued updating and addition to our Educational Resources page.
 - f. Participation in SAA's Early-Career Member initiative
4. Early Career Member Project:
 - a. Mentoring
 - b. MDOS newsletter
 - i. Make sure it's freely available (via microsite)
 - ii. Format: PDF? Blog? Web pages? Email? Flipbook?
 1. Currently: another web page (PDF version wasn't worth it)
 2. Distributed as text via listserv
 - iii. First call: 2 articles; 2nd call: none
5. Discussion topic: how does MDOS distinguish itself from other sections and provide value to membership?
 - a. Mission statement:
 - i. [2012 MDOR Planning Document](#) and [2021 Standing Rules:](#)

1. Mission statement: “Promotes discussion, education, and collaboration among archivists interested in digitization, digital archival objects and the metadata that enables access, management, and preservation of digital objects.”
 - ii. [MDOS microsite](#): “It promotes discussion, education, and collaboration among archivists who are interested in digital archival objects and the metadata that enables their access, management, and preservation.”
- b. Is this mission accurate and appropriate? How does this focus on digitization square with our conception of the group? Are we responding to the needs of our section and SAA as a whole?
- c. Related questions:
 - i. What do our members look for in the section?
 - ii. How are we distinguished from Electronic Records and Description sections (and/or others)?

Attendance

Present

- Adolph, Bailey (Early Career Member, 2021-2022)*
- Bailey-Tomecek, Christy (Social Media Coordinator, 2020-2023)
- Friedman-Shedlov, Lara (Co-Chair, 2021-2023)
- Johnson, Randi (Member, 2020-2023)
- Murphy, Edwina (Member, 2021-2024)
- Searcy, Rachel (Member, 2019-2022)
- Serrao, Jessica (Web Liaison, 2019-2022)
- Shallcross, Mike (Co-chair, 2020-2022)

*Minute-taker

Absent

- Gutiérrez-Jones, Natalia (Education Coordinator, 2019-2022)
- Ruminski, Clayton (Member, 2020-2023)

Minutes

- Introduction of all members, including experience with MDOS and SAA, current professional positions and positions within the committee
- Discussion of having a regular meeting time

- Recap of accomplishments from the last year
 - Revised the MDOS bylaws
 - Survey of the membership engagement; low responses
 - Relaunch of the section newsletter
 - Participated in the SAA Early Career Member initiative
- Early Career Member initiative
 - Bailey Adolph- 1 year term
 - Mentoring opportunities
 - Potential projects
 - Relaunch newsletter
 - Quick brainstorm
 - Issue of accessibility for members
 - Free on the microsite
 - Make sure it is not behind a login wall
 - What kind of platform is it?
 - Blog, PDF, etc.?
 - Past methods
 - Webpage on the microsite?
 - SAA Connect- listserv
 - Content calls- challenge in getting responses
- Discussion of mission of the section
 - Clarity for members
 - Updating the mission
 - Overlap with Electronic Records Section
 - What do they do compared to what we do
 - Issue of what electronic records means
 - Lots of members of the Steering Committee are involved in digitization and it is the most distinguishing piece of the section but that is not reflected in the microsite
 - Members had hoped to have support for their work with digitization and the section is struggling with providing that
 - Desire for more conversations about digitization, metadata, electronic records
 - Need for clarity, what is our distinction between these other sections
 - Profession is shifting so that it is harder to distinguish between the types of description, metadata, etc.
 - Challenge relates to now that people are less limited on which sections they can join, how do we get people's interest? How do we distinguish ourselves? How do we get people to participate? How do we engage people? If we are going to do a session at SAA, how do we get people to sign up to present?
 - How do other groups address digitization?
 - What niche can we fill that others aren't filling?
 - There is currently a project going on in SAA to evaluate the sections to see what they're doing, which can be combined

- Focus group, discussion instead of people filling out a survey
 - How can we get people to think about what they would be missing if this section didn't exist?
- Is there a meaningful and helpful way to evolve the section to continue to fill a unique need and place in professional development that is slightly different from what this originally was?
- Are people not participating because we are not offering enough for people to feel engaged?
 - Low numbers when trying to find people to fill positions
 - High numbers for membership overall
- Focus group idea
 - Surveys didn't amount to anything
 - More conversational
 - Continue conversation about this in November meeting
 - Look at meeting minutes from other sections to see areas of overlap
 - Create Google Doc for notes
 - Lara: Description
 - Edwina: Audio/Moving Image
 - Jessica: Visual Materials
 - Mike: Electronic Records
 - Bailey: Preservation

Action Items

- Mike: send out poll to determine regular monthly meeting time
- All:
 - Brainstorm about how we might effectively conduct a focus group session:
 - General call for participants? Recruit individuals?
 - What do we want to find out?
 - Explore other sections to identify potential areas of overlap; add findings to shared Google doc