

# MDOS Steering Committee Meeting Minutes

2022 January 26, 2:00-3:00 PM ET

## Agenda

1. Interim Steering Committee member
2. Discussion topics/questions for a focus group
  - a. Establish a subcommittee to draft preliminary questions and logistics
3. Updates on Newsletter Project
4. Annual section meeting (began discussions in Feb. of last year)
5. SAA [Strategic Plan Dashboard](#) Feedback sessions (Jan 27 3pm CT and Feb 2, 2pm CT)

## 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)

## Minutes

- Interim Steering Committee member
  - Mike spoke to a possible member, but she was no longer interested.
  - Bailey Adolph was suggested to take the interim position.

- Bailey agreed and will assume the remainder of Clayton's term.
- Discussion topics/questions for a focus group [Google doc link redacted]
  - Group purpose: what is the focus/future of MDOS? Our niche versus other SAA groups (e.g. Electronic Records)
  - Establish a subcommittee to draft preliminary questions and logistics?
    - MDOS agreed to create a subcommittee that will set the method and scheduling of the focus groups.
    - Members: Mike Shallcross, Jessica Serrao, Edwina Murphy
    - Mike will send out call by email and will schedule a subcommittee meeting
    - Convene focus groups around the annual meeting time?
  - Could we find out from SAA who are the long-standing members to get their perspective? They'd have the most experience with previous efforts by the section/roundtable.
  - SAA has several pots of money for sections to utilize. Funds could help incentivize participation (e.g. offering gift cards).
  - Compensation in general: The steering committee agreed we should.
  - Are we missing women participants because of discomfort with digital archives/impact of sexism?
  - Set up a parking lot document about creating engagement, including specifically engaging women (e.g. a webinar).
  - Could be a good topic for a joint session with the Women Archivists Section.
- Updates on Newsletter Project
  - Natalia sent out the mini newsletter.
  - Further ideas about engagement
    - Blog instead of newsletter as it would be more casual. However, upkeep has been an issue.
    - Social media takeover—have someone take over the MDOS Twitter account
    - More Twitter engagement!
    - Should MDOS have an Instagram account? People tend to use it.
    - Do people use Twitter? Mixed responses.
    - Check how other sections are doing with their Twitter and see how they are engaging.
    - This could be something to discuss within the focus groups.
    - Facebook - Archivist Think Tank group is very busy.
    - What are younger/new professionals going to find first?
    - Natalia, Bailey, and Christy will meet to discuss engagement further.
- Annual section meeting (began discussions in Feb. of last year)
  - Preliminary plans to work with the Web Archives section from last FY, but discussion from focus group part of the agenda suggests Women Archivists might be good to partner with.
  - Get in contact with the Web Archivists and Women Archivists section to gauge interest and perhaps all three sections can hold the session together.

- Mike and Lara will coordinate getting in contact with them.
- SAA [Strategic Plan Dashboard Feedback](#) sessions (Jan 27 3pm CT and Feb 2, 2pm CT)
  - Email went out on SAA Leader's List about the Dashboard.
  - They'd like someone from each section to attend.
  - Edwina can go on the 27th and send a follow up email.

## Action Items

- Mike will speak to Felicia Owens about cementing Bailey's interim member status
- Mike, Jessica, and Edwina will meet as a subcommittee regarding the focus group
- Natalia, Bailey, and Christy will meet to discuss more social media and other digital engagement
- Mike and Lara will get into contact with the Web Archivists and Women Archivists sections about holding a joint session at SAA
- Edwina will attend the Strategic Plan Dashboard Feedback session on January 27th