Manuscripts Repositories Section   
Steering Committee Meeting Minutes

April 23, 2018

Present: Ashley, Sarah, Rebecca, Alison, Jillian

Absent: Rory, Lori, Anne, Jackie, Brenda

Old Business

* Update on joint section meeting with SNAP
  + Wednesday, Aug. 15 @4:00-5:15 pm
  + Meeting description:
    - Join us for a panel discussion focusing on the current state of hiring practices in the profession, followed by breakout conversations. Topics will include the value of generalists vs. project positions, labor ethics, temporary vs. permanent, and career transitions. Ideas will be compiled to share with the broader archival community.
  + Three panelists:
    - Beth Myers, Smith College
    - Melissa Gonzalez, Museum of Fine Arts, Houston
    - Dorothy Barry, University of Minnesota libraries
  + There will be two business meetings since SNAP and MSS will both be meeting together
    - Alison will contact Felicia to determine if the meetings can be concurrent or need to be sequential
    - Ashley will contact SNAP chair Katie Rojas to ask what will happen during their business meetings
    - Content: announcement about elections; report from Council liaison; possibly report on survey or resume review
* Update on membership survey
  + We have the Survey respondents follow-up list and are populating it with the date we contacted people and when we spoke to them
  + There’s also a Survey follow-up conversations notes folder with the questions template and a place to store conversation notes
  + Follow-up conversations have started; mostly people are happy with the section benefits and appreciate the listserv. One member also mentioned wanting to have more webinars and information on digital materials
* Update on resume review program
  + Meeting with Career Center committee on March 28
  + What is realistic number for pilot? Recommended 30 participants. Depends on number of folks willing to do be volunteer reviewers
  + Might also include cover letters
  + What is our timeline?
    - Career Center announcement is in May
    - Career Center call for participation is in June
    - We could join their announcement, set deadline for submission for reviewees and reviewers
  + How do we limit to Manuscripts Repositories Section?
  + Career Center shared forms which are available in folder
  + Next meeting on Monday with Career Center folks
  + Google Form submission process would allow them to select their preferred method of feedback: in-person at annual meeting; via email; via Skype
  + Ashley will send Google Form to steering committee asking how many people are willing to do; in what format; turnaround time
    - Will collect info by next Monday for meeting with Career Center committee
  + Maybe solicit volunteer reviews from Section membership at large

New Business

* Newsletter call for submissions
  + Last two years, no submissions to summer newsletter
  + If deadline is June 8 and no submissions then we can send election information via listserv email