Manuscripts Repositories Section   
Steering Committee Meeting Minutes

November 15, 2018

Present: Nathan, Flo, Sarah, Jennifer, Rebecca, Jennifer

Absent: Brenna, Ashley, Brenda

Agenda:

* Review and approval of past minutes
  + Alison will post to microsite
  + Will notify Section that they’re there and will be posted every other month as we meet
* Plan for posting minutes on a regular basis
  + Alison will distribute after meetings with a deadline of 1 week for comments; will then post
* Updates
  + Steering Committee responsibilities change
    - Changes are in place; Section was notified
  + Resume review project
    - Sarah and Ashley sent surveys out to participants and reviewers
    - Have received some feedback; these are available in our Google Drive
    - ACTION ITEM: Prior to our next call, Steering Committee members should review the feedback linked above, and we’ll discuss how to proceed from there (do it again? collaborate with SNAP?)
* Review of donor and development resources progress
  + Donor and Development Environmental Scan
  + Member Survey on Working with Development Officers
* Formed groups to build out the resources and survey
  + Donor and Development Environmental Scan
    - Alison
    - Rebecca
  + Member Survey on Working with Development Officers
    - Flo
    - Jennifer
    - Sarah
* Meet again the week of 1/7 or 1/14 -- Alison will schedule