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