Manuscripts Repositories Section
Steering Committee Meeting Minutes

January 14, 2019

Present: Rebecca, Brenna, Ashley, Nathan, Sarah, Jennifer

Absent: Anne, Flo

Agenda:

* Discuss how to proceed with resume review pilot, considering Review Resume Reviewer Feedback Form (Responses) and Resume Review Participant Feedback Form (Responses)
	+ Ashley’s sense is that if we want to continue the program, we should work to drum up interest and increase participation
	+ Set up work involved: Section members met to plan; drafted participant emails and Google Forms; distributed information about the program; and answered any questions that people had. They then reviewed submission materials and paired participants, which took maybe a couple hours. They then sent introductory emails and subsequently solicited feedback.
	+ Alison will reach out to SNAP to ask for help promoting the program
	+ Ashley, Nathan, and Rebecca will work on restarting the program -- might want to be clear that the feedback process is focused on generalist archival work and folks wishing to work in manuscript repositories
* Discuss Donor and Development Environmental Scan
	+ Nathan notes that there’s also a group called ALADN focused on development in academic libraries
* Discuss and approve Member Survey on Working with Development Officers
	+ Jennifer, Sarah, and Flo came up with the above draft
	+ The group added some suggestions
	+ Jennifer, Sarah, and Flo will review and create a final version a couple of weeks in advance of our early March meeting
	+ Alison will enter it into Qualtrics once the final version is complete
* Discuss inquiry for joint section meeting from Acquisitions & Appraisal Section
	+ - Alison will reach out to A&A and say that we’ve discussed it and we like the idea of partnering, but that we don’t see an immediate overlap but would be curious to hear what they think
* Next meeting will be in early March
	+ We’ll focus on annual meeting planning, and Ashley will review notes about last year’s timelines