

November RMRT Steering Committee
November 20, 2015 at 10am Eastern
To connect to the web conference:<https://www.connectmeeting.att.com>
Meeting Number: 888-331-6674
Code: 4809076

Just phone:888-331-6674
Code: 4809076

Attendees: Brad Houston, Hillary Gatlin, Lorette Weldon, Eira Tansey, Beth Cron, Courtney Bailey, Alex Toner

Agenda:

1. Administrivia
 - a. Annual report - due November 20. Beth sent around a first draft. Send any comments by COB and Beth will send to SAA.
 - b. Updates for <https://saarmrt.wordpress.com/committees/> ?
 - i. Talk to SAA mentoring committee about RM representation in that group (Beth)
 - ii. Take off committees. Keep Students and Education.
2. Newsletter: Sent newsletter to RMRT membership on October 23, 2015. Waiting for new submissions to ***The Schedule***.
3. Blog schedule -
https://docs.google.com/spreadsheets/d/1cxQRGLRSjalaKcBU6d_laSR9E2_-62ZkL0JiEMLjyQ/edit#gid=0
 - a. Review upcoming weeks
 - b. Send Christie any potential people to interview for the blog
4. Status of existing projects - Subcommittee
 - a. SAA Glossary - We will set this aside for now.
 - b. [RM Bibliography](#) - Beth moved the RM Bibliography to Zotero. The Zotero Group is called SAARMRT password is Rmrt2016\$
 - i. How do we want to divide the updating? We can make this an ongoing project and then ask people to add as they find resources. Beth created a [spreadsheet with resources](#).
 - ii. 23 categories now. Should we add new categories? Or change existing categories?
 - iii. Eira to help with Zotero and data cleanup. Courtney and Nick. Are there other SAA groups with Zotero accounts? Beth will do setup and then group collaboration to do data cleanup and contributions.
 - iv. Criteria for removal:
 1. Not available
 2. Articles are indirectly related to RM
 - v. Individuals go through and add those they think are good. If questionable, highlight and we will revisit.
 - c. Education

- i. From Brad: I am going to re-start the conversations about the webinars sometime after SAA. I'm back at work so I should have a bit more time to give to this project.
- ii. Brad to send a message to the RMRT membership soliciting desires for education and volunteers for new webinar content.
- iii. [RMRT Liaisons for webinars](#) - Brad is doing RM for Archivists for SAA at end of September. After that, he will ask the liaisons if they are interested and start to put together content. The RMRT liaisons will make sure the project stays on track. They will report back on progress to the SC. Brad will share the folder with information on developing the last webinar. There are a couple of spots for RMRT members to be liaisons.
- iv. Draft Proposal and Outline from October 2014 Webinar:
 - https://drive.google.com/drive/folders/0B_qFOSqN4RzLS1hZUhmOFNOek0 (more notes to be distributed once Brad talks to Farrell and sees if we can recover them)
 - 1. E-Records/ERMS implementation: Beth
 - 2. Records Management in College/University settings: Christie
 - 3. Legal and Compliance Issues in Records Management:
 - 4. RM Advocacy/Outreach:
- d. Student Liaison/Outreach: Looking at dates for SNAPchat on Twitter
 - i. The SNAP Chat will be held December 3. We will post notices on The Schedule.
- e. Other professional organizations Liaison - ARMA/AIIM
- f. Hangouts - Any ideas for sessions? We will probably get more interest if we had a topic rather than an open-ended discussion.
 - i. Eira - after a few appraisal posts. Then do a hangout with the appraisal RT.
 - ii. Look at [Google Doc](#) for people and topics to have a hangout prior to SAA 2016
 - 1. Alex, Hilary SAA Session proposal - June/July??
 - 2. Brad Houston, Geof Huth, Ann Marie Pryzbyla, submitted our "You may already be an RM" session
 - iii. Open Source Tools for RM - anyone using the tools? Beth put out a call to the list.
- g. New project brainstorm
 - i. Christie - Series of blog posts of interviews of records managers (like The Signal)
 - ii. Other SC members - think about possible projects