

October RMRT Steering Committee

October 15 at 11am Eastern

To connect to the web conference: <https://www.connectmeeting.att.com>

Meeting Number: 888-331-6674

Code: 4809076

Just phone: 888-331-6674

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Attendees: Beth Cron, Alex Toner, Courtney Bailey, Eira Tansey, Hillary Gatlin, Christie Peterson, Brad Houston

Agenda:

1. Administrivia
 - a. Adding new people to blog, microsite
 - b. Council activities -
 - i. Dues increase:
<http://www2.archivists.org/news/2015/council-proposed-motion-on-dues-increase-to-be-discussed-at-membership-meeting/>
 - ii. Affinity Groups:
<http://www2.archivists.org/news/2015/council-seeks-comment-on-proposed-change-s-in-member-affinity-groups> Comment by September 15
 - iii. Helen will provide member numbers. The SC will decide if we want to submit a statement.
 - c. Annual report - Beth will do first draft and then send around for comments.
2. Newsletter: Sent draft of newsletter to committee for review on 10/15/15
3. Blog schedule -
https://docs.google.com/spreadsheets/d/1lcxQRGLRSjAlaKcBU6d_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 - Eira will reach out to committee representative one more time.
 - 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.
 - 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. (interested in helping--Lorette)
- 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. Eira can follow up with Sam Winn to see who is currently organizing some SNAPchats.
- 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
 - iii. Open Source Tools for RM - anyone using the tools?
- 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