RAO Steering Committee Meeting Minutes | August 14, 2014

SAA Annual Conference, Washington, D.C.

Present: Lisa Sjoberg (Chair), Mary Manning (Immediate Past Chair), Shaun Hayes, Jodi Allison-Bunnell, Alison Stankrauff, Matt Herbison, Erin Lawrimore, Greg Kocken, Rebecca Bizonet (Guest)

Meeting was called to order by the chair at 5:35PM

1. By August 29th the names of the steering committee members must be submitted to SAA.
2. Mary will prepare the group’s 2013-2014 annual report
	1. Discussion ensued focused on the electronic ballot. If an RAO member is scheduled to receive no e-mails they will not receive an electronic ballot and will be unable to participate in elections.
3. The nominations committee for 2014-2015 is Mary, Alison and Erin
4. The Program committee for 2014-2015 is Lisa, Rachel, Jodi and Matt
5. Administrative pages on the microsite are being established to support on-going documentation of projects for the group
6. Rebecca provided an update regarding the 2015 SAA program. An update will be prepared and delivered to RAO members via listserv and other communications venues.
7. The group’s 2014 meeting, the Marketplace of Ideas II, was discussed at length.
	1. If the group chooses to retain this format a handout with the names/topics of vendors will be prepared and available for 2015 attendees
	2. Given the unstructured format for the 2015 SAA annual meeting the group explored the concept of pop-up vendors with topics chosen by meeting attendees.
8. In the interests of time Lisa will solicit 2014-2015 goals/feedback from RAO committee members and other parties.
9. Greg discussed the 2014-2015 communications plan
	1. Discussion about reviving the internship program ensued.
		1. Lisa will ask about other working groups needing interns
10. Lisa will set up four conference calls for the year to avoid scheduling conflicts.

Meeting adjourned at 6:25pm.

Respectfully Submitted,

Greg Kocken, Communications Liaison