RAO Section Meeting

##### Meeting Minutes | 11-04-2014

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| Meeting Details |  |
| Time | 11:00 am – 12:00 pm CST |
| Location | Phone conference |
| Attendees | Mary Manning, Matt Herbison, Erin Lawrimore, Jodi Alison-Bunnell, Alison Stankrauff, Rebecca Bizonet, Amy Schindler, Rachael Dreyer, Lisa Sjoberg |

# Agenda

1. Committee, liaison, and working group updates (everyone, 2-3 minutes each)
2. 2014 Program Committee discussion of Marketplace survey results (Rachael and Mary)
3. Discussion of 2015 Program (Lisa)
4. Funding requests (Lisa)
5. Discussion of RAO goals (Lisa)

# Meeting Minutes

## Committee, liaison, and working group updates

### Communications *(Greg)*

Greg is going to be distributing a call for newsletter content. He’d like a short report from all the working groups/committees by January 16th to include in the newsletter.

### Web *(Shaun)*

No report.

**Electronic Records** *(Amy and Rachael)*Forty archivists responded to the call for volunteers for the Access to Electronic Records Working Group. Greg Kocken is heading up the initial research sub-group, Stacey Lavender is leading the survey sub-group, and Mary Manning has handed leadership of the bibliography sub-group to Alexis Adkins and Jarett Drake. Google Groups and Zotero (<https://www.zotero.org/groups/rao_electronic_records_research>) are being used for communications and to manage citations.

Compliments to Greg in his leadership of the initial research group, which everyone needed to get underway immediately. They are working on investigating current best practices, current strategies and technologies, and challenges. They are scheduled to share initial reports on the 7th.

At this point, Rachael and I need to meet with the sub-group leaders to check-in, answer questions that have arisen to date, and keep an eye on moving forward.

A big thank you to Lisa. Appointment letters were sent to those volunteers who requested them by our chair Lisa.  (And Lisa gave a big thank you to Amy and Rachael for writing the letter and being so organized to make the process quite easy.)

**Teaching with Primary Sources *(****Jill)*

TPS has teams working on three initiatives:

* + - * A survey of teaching with primary sources content in archival/library programs (Shaun Hayes and Robin Katz are leaders for this)
			* A preconference workshop/unconference that will take place at the Cleveland Public Library on Wednesday of the week of SAA (Matt Herbison is the leader for  this)
			* A project to develop a proposal for support to develop a TPS Resource bank (Doris Malkmus is leading this work).

Lisa updated about TPS literacy guidelines which are back in the hands of SAA Council.  If the proposal is accepted, SAA and ACRL RBMS will distribute a call for membership for the task force.
 **23 things** *(Rebecca)*

The group added a new member (Josh Hager) and four people from the seed swap. The group is looking at firming up a timeline and assignments. Rebecca is working with Greg to post a Thing of the Month. The first one will be on Facebook.

**Nominations Committee** *(Erin, Alison, Mary)*The Nominations Committee has their timeline ready. Mary has populated the microsite with documentation for the nominations process (thanks, Mary!).

**Program Committee** *(Matt, Jodi, Rachael, Lisa)*

The Program Committee has not yet met because Lisa wanted to discuss the 2014 Marketplace with the Steering Committee before the group proceeded with planning the next meeting.

## 2014 Program Committee discussion of Marketplace survey results

Rachael provided a summary of the 2014 Marketplace Survey results as follows:

The survey was completed by eight people who attended, as well as six who didn't (those who didn't attend had schedule conflicts or weren't able to attend SAA). The RAO Listserv and RAO newsletter notified attendees about the program’s format, so most attendees already knew to expect the Marketplace Format. The Marketplace created small groups that were popular because of opportunities to interact and the topics were interesting and diverse. RAO is a larger SAA Section, so this made the meeting seem more manageable. Most found the program effective and informative, rating it 4 out of 5 or 3 out of 5 in terms of effective engagement.

10 respondents would like to see a livestreamed or filmed RAO meeting next year.

However, some comments for improvements were shared as well: the room was not set up to handle the format, as there were not enough chairs. Some other attendee commented that there was not enough time spent at each rotation. Another comment that was shared was that RAO is growing and if we repeat this format, we need to more effectively scale up the annual meeting. One attendee wanted to see more post-meeting documentation, in the form of reports or blog updates. Other respondents wanted to see Pecha Kucha or lightning round presentations. Several respondents also wanted to receive advance notice about the Marketplace topics.

10 respondents would like to see a livestreamed or filmed RAO meeting next year. Others, but not all, would like to see these additional virtual components as part of the RAO meeting: Live Twitter feed of the meeting, a curated list of RAO-relevant education sessions and accompanying live Tweets of those sessions, and an online forum for discussion on RAO-related topics that would take place during the RAO meeting.

Mary distributed the Marketplace report prior to the meeting that includes the detail on the Plus/Delta assessment activity that was done immediately after the 2014 Marketplace. Mary mentioned that attendance has gone up and popularity of the Marketplace has increased attendance at the RAO Section meeting. The room size, set up, and chairs need to account for this growth. Mary also mentioned that the Marketplace set up is a lot of work for the committee.

Kudos and thank yous to Rachael for the post-Marketplace follow ups: survey and seed swap distribution as well as running the virtual idea bar.

**3. Discussion of 2015 Program**

The steering committee unanimously agreed that we should host a Marketplace for the 2015 RAO Section Meeting. The program committee (Matt, Jodi, Rachael, and Lisa) will confer before the next steering committee meeting and send out a report to be discussed at the next steering committee meeting.

We discussed possibilities for webcasting the event and decided that there are inherent challenges with live streaming/webcasting that are beyond our capacity to solve. Rather, we decided that asynchronous virtual meeting components would be feasible. Erin suggested that the marketplace topic leaders do 5-minute video wrap-ups that are shared…"reporting live from the Marketplace." Anyone who doesn’t want to complete a video could submit a thorough summary in written form that could be shared. (The survey respondents did mention that they would like to have more take-aways and materials from the Marketplace.) This method may be more valuable and is certainly more manageable. The steering committee members generally supported this idea.

1. **Funding requests**Lisa will broach the subject of webcasting with SAA and cite that one of the goals SAA has for improving the annual meeting is more virtual/web components.

Matt mentioned that he has thought about funding for the TPS unconference but is questioning if it is wise to set a precedent for funding the event. It may be best not to fund it for sustainability reasons and rather rely on donations.

1. **Discussion of RAO goals**

Lisa went through the goals that each committee chair or liaison submitted for the coming year’s work. One document lists all of these goals and the other is a condensed version aligned with SAA’s goals. Please send feedback by Friday, November 21.

1. **Next meeting: Tuesday, January 27 from 10:00-11:00 am CST**

Preliminary agenda (*Lisa will distribute a call for agenda items approx. 2 weeks prior to the meeting)*:

* Committee/liaison reports
* 2015 Program updates