

## **RMRT Steering Committee Meeting Minutes, 18 January 2013**

11 am EST - 11:35 am EST

### In attendance:

Kris, Beth, Lorette, Brad, Alexis, Meg (took meeting minutes)

### Notes:

- **We are going to start posting the minutes to the website.**
- Action items are noted in bold.

## I. Subcommittee Reports

### *Functions Thesaurus (Beth):*

List of action items has been created and sent out. Some response from working group. **Will reconvene soon.** Beth has been looking at tools for creating the hierarchy and thinks that it is above her skill level. Talking to Mark Matienzo and others about hosting this type of software at the SAA level. **Beth will also write something up about this for the newsletter.**

### *Student Liaison/Outreach (Meg):*

Lost momentum over holidays. At last RMRT SC meeting Brad mentioned presentation he is giving at MAC and that he would be OK with testing this out as one of our Google Hangouts. This was confirmed and will be our first try. **Meg will work out the logistics and get more info to the group as this progresses.**

### *Education (Kris and Alexis):*

Has compiled list from ARMA and SAA of presenters who would be interested in sharing presentation/educational talks with our membership. Brad suggested doing this virtually via Google hangouts instead of in person.

### *Survey (Alexis):*

Not many volunteers from membership to help out with this. **Alexis will write something up and post to listserv/blog/newsletter.**

## II. Newsletter (Lorette)

Lorette sent out an email this AM that suggests newsletter articles. SC agreed this seems like good content. Most of the articles will be written by SC members, there have been difficulties getting articles from the wider RMRT membership. Feb 4th deadline for articles. **Brad will send out another email to list to generate content. Everyone agreed Feb 4th is an OK deadline, email articles to Lorette.**

### III. Speaker for 2013 Annual Meeting (Brad)

Need to figure this out relatively quickly b/c catalog blurb is due by Feb 13th. Brad asked for suggestions... no suggestions. Brad would like to do something a bit different this year, things other than a speaker, or stuff in addition to a speaker.

Kris said last year in business records they had smaller group discussions. Maybe we could get feedback in person for the group (getting little to no response from emails...) If we do do this breakout smaller discussions thing Brad would also like to have a programmatic component as well.

**Vital records idea... Beth will talk to some NARA people.**

**Kris will reach out to ARMA New Orleans.**

**If anyone else has ideas please post to SC list.**

### IV. E-records practices portal discussion (Brad)

Started with a Twitter discussion. Do we really want to do this? Do we want to sponsor this space (a place for people to go to get information on e-records). Seems like we are in agreement that we are not the appropriate home for this info, but we are very interested in collaborating with another section or group that would be a more appropriate home for this. **Brad will talk to e-records section and Lance Stuchell to see how to move forward with this.**

### V. Brainstorming: Projects for 2013 (Brad)

Most of the projects we have been doing have been carry over from past years. What can we do that is new and exciting? Tabled until survey results come out.

### VI. Other Business

Brad set up our blog. Decided that microsite is not the best venue for content. We want to take what we're talking about and put it into a newsfeed-- jobs, case studies, articles, education and events, etc.

**Brad will make SC members admins. Everyone is asked to post stuff as they find it. More relaxed than microsite, news-y/update type content.**

**Need to come up with a title-- let's brainstorm over email.**

Do we need to have more stuff on there? Let's wait and see.

Once gets started Brad will publicize over appropriate channels.

Meeting adjourned, we will meet again in February.