

Records Management Round Table Committee Meeting

February 20, 2013

Attendees:

Brad Houston
Beth Cron
Katie Nash
Kris Lathrop
Alexis Antracoli

Updates:

- The RMRT Committee will schedule regular meetings to make it easier to plan. We will make the third Friday of the month our regular meeting day. Our next meeting will then be March 15, 2013.

I. Education Discussion with Solveig De Sutter

Brad, Kris, and Alexis had a discussion with Solveig and Donna McCrea on various initiatives we want to have the RMRT work on in the coming year. She said she was fine with the informal hangouts and small publications/pamphlets. She suggested we get involve with the Education sub-committee process. She will send the RM materials that have been developed so far (2-day workshop by Michael Miller that the RMRT put on in 2008). We could possibly divide it up in small webinars which might be easier for attendees and more cost effective than the full two-day workshop.

The RMRT is going to look over the materials from Solveig and send a draft proposal to SAA by June 3. We need to think about what we want to include.

II. Social Media Rollout

The RMRT had a discussion about when we want to roll out the blog and how. Brad will modify the welcome post and send out links to various places to advertise the blog. The committee agreed with the title of the blog "The Schedule".

Brad's first post will talk about what we can do for members and what we've done over the past year. We will have do a round of introductions on Friday in this order

- Brad Houston (2/22)
- Kris Lathrop (3/1)
- Alexis Antracoli (3/8)
- Beth Cron (3/15)
- Katie Nash (3/22)
- Lorette Weldon (3/29)
- Meg Tuomala (4/5)

Other topics: ARMA, Education, Social Media capture tools, interviews with people on their jobs (5 questions)

III. SAA Records Management Task Force

Brad provided an overview of the Records Management Task Force for SAA. The Council decided that they wanted to move forward with this. Brad will be representing the RMRT. He will also be writing a blog post update in the future. They have schedules for some components.

IV. Annual Meeting breakout sessions

Brad submitted the blurb to SAA for the annual meeting on our session speaker. Ron Loyal will be talking about records management at NASA and how they are complying with the Managing Government Records Directive.

The RMRT committee brainstormed topic/theme for the meeting:

- Speaker
- Business portion of meeting
- Each committee member can talk about what they are doing (possibly doing a powerpoint with each person, their picture, where they work, and what they're doing on committee)

Other ideas:

- Break into groups of 4 and each group talked about a topic
- Trivia game

V. Committee Reports

a. **Student liaison** - Meg was unable to attend the meeting, but provided the following update via email:

We have finally scheduled our first virtual "hangout" targeted towards students! Friday, March 1st at noon EST Brad Houston will share his presentation "Everyone's a Mechanic: The Least You Should Know About Managing E-records." Only 10 students will be able to hangout w/ Brad live, but the feed will stream from our Google+ page and our YouTube channel (I set this up, hope that's OK), where it will be archived. We can also embed the stream on our blog.

I submitted info to Lorette for the newsletter but I don't think it's gone out yet. I will send the same info to the SNAP list, and also I will ask all SC members to send to their local SAA student chapters if they have previously had contact with them (some initiated contact last Spring), or if they know of groups that might be interested. I will also email the few chapters who emailed me directly. The announcement that I plan to send out (and that you can send out to appropriate channels too, if you'd like) is pasted below.

I'd also like to survey participants or SNAP at some point to see their opinions on the hangouts and what they'd like to see in the future.

Meg also posted information on the first Google Hangout to be held on March 1 with Brad Houston.

b. **ARMA liaison** - Kris provided an update on ARMA. She put together a list of all the Spring Seminars around the country that will go in the newsletter.

c. **Newsletter** - Lorette will send the newsletter around for our review/approval.

d. **FTWG** - Beth will be scheduling regular meetings with the group. She will ask SAA if they have the ability to host the software and the technical expertise to set it up.