

September RMRT Steering Committee
September 19, 2014 at 3pm EST

Agenda:

1. Introductions
2. Administrivia - Adding members, Changing microsite
 - a. Updating microsite with 2014 meeting info to look like this:
<http://www2.archivists.org/groups/metadata-and-digital-object-roundtable/2014-metadata-and-digital-object-roundtable-meeting-so>
 - b. Vice Chair
 - c. Roles: Secretary, communications
3. Identifying members for inclusion in Archives 2015 program session proposals
4. Bylaws changes - See comments copied below for reference
5. Newsletter - What was the discussion at SAA?
6. Blog - Do we have guidelines? Do we want to make a schedule for the year?
7. Hangout for September - Introduction to RMRT Committee Members, highlights of SAA and keeping any conversations going
8. Status of existing projects

Attendees:

Jenny
Beth
Christie
Brad
Helen (Council Liaison)
Matthew
Eira
Lorette

Notes:

Farrell

Daniel Noonan's comments on Bylaws below:

Hi Brad: This is great work! I really like the idea of succession planning for groups like this. A couple of thoughts:

- This may be picayune, but bylaws language need to be very clear and there is no way to elect one-third of a committee that has 7 members.

- o If the intent is to have an odd number of members and to elect one-third than increase steering committee to 9.

- o If having an odd number is not necessary than drop to 6.

- o If the desired number is 7, than specifically state that the committee is elected for three-year terms in a 2-3-2 pattern.

- Newsletter Editor/Webmaster/Communications Coordinator. In this day and age is a newsletter really need if we use the microsite effectively. I say this because over the past several years in my local ARMA Chapter we saw the eventual demise of our newsletter as its purpose was subsumed by the website. Next is the webmaster, really a “webmaster” or the manager of a CMS-microsite? The communications coordinator seems like an old-style “corresponding secretary” another position we did away with in our ARMA Chapter as it became redundant with our Secretary and Web Manager.

- o What I would suggest is that we have a Communications Coordinator that oversees all communications between the Steering Committee and the Roundtable membership and other audiences, including but not limited to the website, listserv® communications, blogs, social media, and other media not yet in use by the Roundtable. And this role is supported by a committee.

- o I would then re-write Article VIII:

§ ARTICLE VIII: Communications

§ A. The Roundtable shall maintain a current website detailing its leadership, membership, and activities and providing resources for the membership. The website shall be placed on the Society of American Archivists server.

§ B. Communications with Roundtable membership and other interested parties is augmented by, listserv® communications, blogs, social media, and other media not yet in use by the Roundtable.

§ C. The chair and vice-chair shall annually {NOTE: may want to make this a 2 or 3 year appointment} appoint a Communications Coordinator, who is supported and advised by a communications sub-committee, consisting of at least two (2) Roundtable members appointed by the chair and vice-chair.

§ D. The website shall be maintained and modified in accordance with the guidelines for websites of the Society of American Archivists. The website will adhere to accessibility practices. {NOTE: this last sentence is vague. What are we adhering to? SAA practices, Section 508? And do all of our communications channels need to adhere?}

I believe that the change in article III, section C regarding term limits for the RMRT Steering Committee is a helpful change. Having served on the Steering Committee in 2010-11, I remember a sense of disconnect when the term ended. I recall that the Steering Committee in 2010-11 reviewed several issues from the Association and from the Roundtable so being on the Steering Committee was truly meaningful to me. However, depending on the Roundtable Chair's interpretation of the Steering Committee's responsibilities and the issues before SAA each year, the Steering Committee member may not have enough time to become grounded in decision-making before the term is completed.

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1. Introductions
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 - a. Updating microsite with 2014 meeting info to look like this:
<http://www2.archivists.org/groups/metadata-and-digital-object-roundtable/2014-metadata-and-digital-object-roundtable-meeting-so>
 - b. Vice Chair
 - i. Christie agreed to do it, but wondered if anyone else was interested
 - ii. Beth's notes indicate the committee will decide what to do

- iii. Bylaws allow us to make the appointment, but if the RT approves the changes, then we want the vice chair to be voted on the membership, otherwise next year's chair will have been unelected.
 - iv. Proposal is to name an acting Vice Chair and have elections next year for both VC and C
 - c. Secretary role
 - i. appointed by steering committee rather than duly elected by membership
 - ii. Farrell volunteered. Jundy Mundy also volunteered to pitch in.
- 3. Identifying members for inclusion in Archives 2015 program session proposals
 - a. Suggested that we create a Google Spreadsheet to gather ideas and potential collaborators for session proposals
 - b. perhaps modeled after Web Archiving RT or Privacy/Confidentiality Section
 - c. Beth to compile a document and send it out
- 4. Bylaws changes - See comments copied below for reference
 - a. Discussion about membership centered around getting the steering committee membership to an odd number. Attendees to the conference strongly suggested 6 elected members, 1 chair, 1 vice chair, and 1 immediate past chair for 9 total.
 - b. need to put this out to a vote next. Discussion about whether the vote should be up and down on the whole slate, or for each item. Decision to do the whole slate. Beth to send this as a request in October to SAA to set up a poll.
- 5. Newsletter - What was the discussion at SAA? Also Dan Noonan's Comments
 - a. Question as to audiences of each medium--do people read one but not the other and vice versa
 - b. Someone proposed a blog precise (brad's term) and shortening it
 - c. Decided to poll the users re: what they want from a newsletter
 - i. blog precise
 - ii. continue as is
 - iii. discontinue
 - iv. Farrell to craft this question as it has to go out to the membership before the bylaws changes
- 6. Blog - Do we have guidelines? Do we want to make a schedule for the year?
 - a. schedule seemed to work well
 - b. Christie suggests we start interviewing practitioners periodically for the blog (a la Trevor Owen's preservation.gov)
 - c. keep the guidelines open what people want to talk about
 - d. promotion--continue tweeting each post, perhaps still hit the RMRT blog. Don't hit the general A&A list

7. Hangout for September - Introduction to RMRT Committee Members, highlights of SAA and keeping any conversations going
 - a. sounds like a great idea, and low-overhead for the first one
 - b. Brad will need to interface with Beth about hosting for that one
 - c. Doodle poll for availability
8. Status of existing projects
 - a. RMRT Webinar
 - i. October 7, close to finishing
 - ii. 25 people sites signed up...usually more than one person at each site, so the turnout is strong
 - b. Functional Thesaurus Working Group
 - i. started some time ago. Hasn't met since before Beth's family leave
 - ii. not sure who/what can take this back up. Not sure how it will go up again
 - iii. Brad suggests we hit the list again asking for volunteers
9. Year plan
 - a. meet monthly
 - b. next month start thinking of other projects or whether to resurrect other projects