

# MDOS Steering Committee Meeting Minutes

2022 November 1, 2:00-3:00 p.m. CDT via Zoom

## Agenda

1. Steering committee membership update
2. Focus group sign up results (25 responses; 8 have requested more information)
3. Meeting times
4. Additional updates or announcements

## Attendance

### Present

- Adolph, Bailey (Member, 2022-2023)
- Bailey-Tomecek, Christy (Social Media Coordinator, 2020-2023)
- Diakonenko, Evgenia (Education Coordinator, 2022-2025)
- Rosier, Julie (Web Liaison, 2022-2025)\*
- Russano-Simpkins, Danielle (Member, 2022-2025)
- Serrao, Jessica (Co-Chair, 2022-2025)
- Shallcross, Mike (Immediate Past Co-chair, 2020-2023)

\*Minute-taker

### Absent

- Friedman-Shedlov, Lara (Co-Chair, 2021-2024)
- Johnson, Randi (Member, 2020-2023)
- Murphy, Edwina (Member, 2021-2024)

## Minutes

1. Steering committee membership update
  - a. Unable to get in touch with steering group member
  - b. **Next Steps:** Co-chairs will follow up and keep the group posted
2. Focus group sign up results
  - a. 25 responses; 8 have requested more information
    - i. Mike to send out a message and bcc everyone

1. Share about what to expect in the focus group
  2. Opp for them to ask additional questions
  - b. The numbers seem good to have three groups.
  - c. All of SC members will be involved with the focus groups eventually
  - d. **Next steps:**
    - i. Follow up with those seeking more information
    - ii. Send out a doodle poll, nail down some dates to convene the groups
      1. Figure out dates that are good for steering committee first
      2. Nail down details for all three focus groups by end of Nov
      3. Holidays and end of the year will probably conflict
      4. Goal: hold all the sessions by end of January
3. Meeting times
- a. Starting in December, meetings will occur the **2nd Tuesday of the month at 12pm CT**. The next meeting will be December 13, 12:00-1:00 CT. Lara will send out a meeting invite.
  - b. Christy will let us know if there is a conflict.
4. Additional updates or announcements
- a. Update from Evgenia on educational resources
    - i. Mainly dealing with metadata
    - ii. The scope of topics seems too broad at the moment
    - iii. Maybe the focus groups will offer more guidance
    - iv. **Next steps:**
      1. Triage the broken links
      2. Wait until focus groups in Jan to further expand resource list
  - b. Lydia's response to focus groups
    - i. Merge with Electronic Records and Description
      1. Could folks from these groups be brought into the focus group process?
      2. Mike's thoughts: Already some overlap. People who identified as MDOS members as the primary focus of the focus groups.
      3. Julie: Maybe we could reach out to steering committees of Description and Electronic Records.
      4. Jessica: Agrees with both of those ideas
  - c. Julie gave a report back about attending DLF
    - i. Fellow blog posts coming out in the next couple weeks
      1. Christy mentioned maybe reposting those links on MDOS twitter

## Action Items

- Steering Committee Membership
  - Co-chairs will reach out to Felicia Owens to ask about protocols for inactive members

- Focus groups
  - Mike will follow up with those seeking more information
  - Mike will send out a doodle poll, nail down some dates to convene the groups
- Meeting times
  - Lara will send out calendar invites for upcoming meetings
  - Christy will let us know if this meeting time conflicts with new position
- Additional updates or announcements
  - Educational resource list
    - Triage the broken links
    - Wait until focus groups in Jan to further expand resource list
  - Lydia's suggestion to merge with Electronic Records and Description
    - Maybe reach out to SCs of those two sections
  - DLF forum blog posts
    - Retweet links on MDOS' twitter