

**Electronic Records Section
Steering Committee Meeting
Minutes
October 7, 2014**

Present: Marty Gengenbach, Lawrence Giffin, Wendy Hagenmaier, Dan Noonan, Seth Shaw, Nat Wilson

Minutes:

1. Assign note-taker for meeting
Lawrence Giffin generously offered to take notes
2. Ongoing activities:
 - a. Blog update: Wendy, Nat
 - i. Style guide generated (looking at for instance “Thank You Linda,” the Smithsonian guidelines)
 - ii. New Trello site for managing blog
 - iii. Everyone who led small-group discussion at annual meeting agreed to write up notes in the form of a blog post
 - iv. Marty did an About Us Page
 - b. ERS Bylaws update: Marty
 - i. Seth, Dan, and Marty looking at bylaws, esp. re: too many Steering Committee members than bylaws allows
 - ii. Immediate Past-Chair role would be a voting member of the Steering Committee and manage the election cycle that year. Also, the immediate Past-Chair will only serve a single-year term on the Steering Committee, not a full three years
 - iii. Steering committee: six elected members plus three-executive members (Chair, Vice-Chair, Past-Chair).
 - iv. Need to flesh out and reevaluate appointed positions. These positions are not tied to a Steering Committee position nor does membership on the Steering Committee bar one from taking on one of the non-elected roles
 - v. Marty suggests survey to get an idea of what other SAA affiliations (sections and roundtables) that members of ERS have. The survey would also suggest how well members are engaging with ERS through the listserv
 - vi. Dan suggested querying SAA for that information (about affiliations)
 - c. Standards Committee Liaison: Dan
 - d. SAA 2015 session proposals
 - i. Not much action on the spreadsheet
 - ii. How should we continue communication about pop-up sessions?
Marty: How can we best position ourselves to promote and set up pop-up sessions? Need to find out how sections play into the creation of pop-up sessions.
3. New business

- a. ERS mission
 - i. Start with the [Electronic Records Section description](#):
The section functions as a locus of expertise, leadership, and information sharing for SAA regarding management and preservation of records in electronic form
- b. SAA 2014-2018 strategic plan review
 - i. How does ERS align with the current [SAA Strategic Plan](#)?
 - ii. What actions do you see ERS taking under the strategic plan?
 - iii. Are there any gaps within the plan as it relates to the ERS mission?
- c. Due next month: Annual report (Nov. 12)
 - i. "The Section functions as a locus of expertise, leadership, and information sharing for SAA regarding management and preservation of records in electronic form"
 - ii. Marty suggests first looking back on ERS/MDOR survey
 - iii. Wendy suggests comparative analysis of digital curation google group or similar information sources
 - iv. Marty suggests leveraging SAA Strategic Plan to point to gaps that ERS could fill
 - v. Marty suggests tabling this discussion to think about what we need to ask and how we need to ask it
- 4. Recap/Action items for next meeting
 - a. Blog Update
Blog subgroup will meet in the coming weeks to finalized blog guidelines and About Us page and begin soliciting content
 - b. ERS Bylaws Update
Marty, Dan, and Seth will draft new language for by-laws including reorganization of Steering Committee and roles of appointed members.
Will put this work out on the listserv for comment
 - c. ERS Mission and SAA 2015 Strategic Plan Review
Marty suggests tabling this discussion, to think about what we need to ask and how we need to ask it.
- 5. Meeting - Next month? Next quarter?
Meetings of the Steering Committee will be quarterly instead of monthly, with the next meeting taking place in January