

**Electronic Records Section
Steering Committee Meeting
Minutes
February 4, 2015**

Present: Marty Gengenbach, Lawrence Giffin, Anne Graham, Wendy Hagenmaier, Dan Noonan, Seth Shaw

Minutes:

1. Assign note-taker for meeting
Wendy Hagenmaier offered to take notes
2. bloggERS! rollout
 - a. Review of guidelines for editors
 - b. Launched two weeks ago
 - c. A few posts in the pipeline; will continue to share posts on the listserv to keep interest going
 - d. Congressional Records Roundtable wants to do guest post; next steps are in the works
 - e. Review of Blog Guidelines for Editors - these are the guidelines the blog editorial committee will be using
 - f. Use of Trello
 - i. For now, Trello is only open to the blog editorial group
 - ii. We want to make sure editors know what they should be looking at. The blog committee will discuss this
 - g. Next steps:
 - i. Look over the guidelines, and if you have any feedback, comment by Wednesday, 2/11/2015
 - ii. Blog committee will discuss mention of Trello in Guidelines for Editors
3. By-laws update: Marty
 - a. Next steps:
 - i. Marty will continue working with Seth and Dan on the language
 - ii. New language will be shared with the Steering Committee once it's drafted and then will be shared with membership. Afterwards, Marty will share by-laws changes on listserv for a vote
 - iii. Everyone: keep your eyes peeled for email from Marty with the updated language
4. Annual meeting proposals due February 16
 - a. Review of Cliff Hight-sponsored proposal on hosted digital preservation pilot with Artefactual (see pre-read)

- b. Description of what our section meeting will look like for the 2015 annual meeting in Cleveland is due 2/16/2015
- c. Marty received a proposal form from a group working on the Archivemata+DuraCloud pilot which was not accepted for the formal meeting schedule; would we be interested in hosting their session during our meeting?
 - i. Options:
 - 1. Accept proposal and work with this panel
 - 2. Put out a call for additional session proposals, in time for 2/16 deadline
 - 3. Host an unconference or some other format for our meeting
 - 4. Broaden the proposed panel:
 - a. Ask panel to include other digital preservation hosting vendors or solutions in addition to Archivemata (such as Preservica, Rosetta, Archive-It, or possible open source project like ArcLight, Data Accessioner and POWRR Project, etc.). Avoid focusing on a single vendor; possibly in a mini session format about hosted solutions
 - b. Include users from organizations with the speakers
 - c. Focus on partnership between the host and the client. Include at least two vendor/user pairs
 - d. Focus on working with pairs of developers/users to discuss taking a digital preservation solution from development and testing to production
 - e. Format possibilities:
 - i. Mini sessions
 - ii. Single panel
 - iii. Discussions
 - iv. How long is our meeting?
- d. Next steps:
 - i. Marty and Lawrence: Reach back out to Cliff
 - 1. Frame it as a panel session on developers and users - keep it generic for now; see if that sounds good to Cliff
 - 2. Depending on Cliff's response, reach out to other possible panelists
 - 3. Once we've identified the participants and confirmed the length of our meeting time, we'll nail down the format of the session

5. ERS/Mentoring Committee opportunity (Courtesy Gabby Redwine) - see pre-read
 - a. Gabby Redwine proposed a few possibilities for ERS to get involved in mentoring opportunities for early career and later career archivists starting to work with born-digital materials
 - b. These ideas could provide opportunities for ERS membership at large
 - c. Poster idea:
 - i. "Prior to SAA, identify student posters that relate to born-digital. Share list of names and posters with the Electronic Records Section members and ask for volunteers to pick two posters and commit to stopping by to engage with the poster and ask the student questions. That way, when the students move on to professional positions they'll know at least a couple of people they can contact with questions/concerns, and they'll have gotten good feedback on their posters."
 1. This seems do-able; we could recruit volunteers from the membership and the Steering Committee
 2. Frame it as: "We encourage section members to drop by, review the posters, and give feedback"
 - ii. Lunch idea:
 1. "Host a working lunch (BYO) at SAA for prospective mentors and later-career professionals who need to learn how to deal with born-digital. Invite a couple of established professionals to explain (briefly and clearly) one example of changing an existing workflow to incorporate born-digital. Also invite experienced digital archivists who are interested in serving as mentors to later-career archivists. After the 2 informal presentations, divide into smaller groups (2 digital archivists per round table) to discuss challenges and concerns over lunch. People who feel a connection can initiate a mentoring relationship."
 - a. Emphasize expanding born-digital discussion and support for a wider range of new born-digital archiving practitioners
 - b. Sometimes brown bags feel rushed and trying to pack too much in. Instead maybe use the format of the Digi Preservation Helpdesk table from last year, rather than a lunch
 - c. Could this idea take the form of a pop-up session?
 - iii. Gabby's other ideas:

1. Regional mentoring: To reach the people who can't afford to attend SAA, work with the ER Section leadership to identify clusters of later-career professionals in the same geographical region. Encourage these clusters to partner with 1 or 2 digital archivists in the area to build a mentoring group or community, either via email, phone, or in person
 2. Virtual mentoring: For those who can't attend SAA, develop a phone/email mentoring framework (e.g., introductory phone call to identify a problem or project to work on together; follow up emails and calls at set intervals) and solicit digital archivists who would be interested in committing to serving as a project-oriented phone/email mentor to a later-career professional for six months
- iv. Use ERS listserv and blog to help support these ideas and to continue these conversations after the meeting
 - v. Do we want to take a formal role in organizing the Digital Preservation Helpdesk? Last year, was a joint effort of ERS, MDOR, and WAR
- d. Next steps:
 - i. Partner with Gabby and Kate Dundon from SAA Mentoring Committee. Lawrence: Work with them on how we will frame these ideas when we communicate them to ERS membership. Marty will loop Lawrence into the email discussion
 - ii. Everyone: Utilize the ERS listserv and blog to help support these ideas as they develop
 - iii. Marty: Get the ball rolling on organizing the Digital Preservation Helpdesk for 2015 annual meeting
6. Next meeting
 - a. Aim for mid-March
 - b. Next steps:

Marty will send Doodle poll