Electronic Records Sections
Steering Committee Meeting
Minutes
March 26, 2015

Present: Marty Gengenbach, Wendy Hagenmaier, Erik Moore, Dan Noonan, Seth Shaw, Lynda Schmitz Fuhrig, Nat Wilson

Minutes:
1. Assign note-taker for meeting
   Lynda offered to take notes
2. bloggERS! update
   a. Subgroup started planning for additional posts. Plan to update committee regularly. Please view it regularly and add comments on the postings.
   b. Nat has looked at analytics. View/participation rate about 100-300 visitors each time a new post has gone up. Fair amount are coming through Twitter and LinkedIn. Metrics built into site are decent but Google Analytics are more powerful. Perhaps incorporate. Might need upgrade to WordPress site though. Second post – rate has gone down a little bit since then. Might want to increase outreach. Subgroup will discuss
3. Bylaws update
   a. The committee is still working on this: Will update when completed and ready for Steering Committee final review at the end of April, in time for June voting.
   b. Update addresses term limits of committee members and role of Web Liaison. Need to check on what the timeline needs to be in terms of comments before vote is taken. Would like potential candidates to know what bylaw updates are in time for election.
4. SAA Annual meeting session
   a. Committee was notified by Cliff Hight, who had suggested original session panel proposal, that he will be unable to make it for the meeting as he is serving on a steering committee for a conflicting session.
   b. He suggested Lawrence to serve as moderator, as Lawrence has had involvement in the same pilot project discussed and may/may not have contacts to the Preservica crowd.
   c. Next steps
      i. Confirm who will moderate panel-- (If Lawrence is not interested, then are there any other recommendations?). Request those interested in taking part (subcommittee maybe) to start to think about drafting questions to help guide conversation

ii. Approach Archivematica and DuraCloud representatives to confirm participation for session

iii. Approach Preservica or other digital preservation representatives to invite and discuss involvement

iv. Anything else?

1. Lawrence possibility for moderator. Marty will check with him soon. If not available, Seth has volunteered.

2. Seth also can be a panelist. He will contact digital preservation representatives

3. Should also include non-vendor voice like Hydra, Islandora, etc. or independent work such as POWRR that Seth did

5. ERS-Mentoring program collaboration

a. Lawrence and Marty have a call Monday, March 30, to with mentoring program to discuss items below

i. SAA Poster presenter outreach

1. Use the initial poster review as a launching point for a mentoring relationship.

2. From mentoring subcommittee: "We think the best way to facilitate a structured mentoring relationship out of the initial contact is to have the Mentoring Program Subcommittee follow up with participants and invite them to establish a formal mentoring relationship via the application form on our site. (They can specify the name of the person they want to be matched with in the form.) This fits into an established precedent for participants of our program who want to renew their mentoring match with the same mentor or protégé"

3. Manage all info in Google Spreadsheet once posters are announced. We can reach out to ERS and other component groups with link to posters and request to add names to posters of interest

4. The poster feedback won't necessarily result in mentoring program engagement, just for those who determine that they would like to continue the conversation in a more formal way

b. Erik is involved in the Navigator Program, which is focused on the annual meeting. He would like to encourage section members to volunteer themselves as navigators and tie-in with poster outreach noted above

c. SAA Brown-bag session/Pop-up session

i. The session is geared toward practical discussions and building mid/later career archivist mentor relationships

ii. Agreed that brown-bag session might not be best setup

     iii. Marty reached out to the Program committee for clarification on pop-up sessions and no more information is going to be available until May

     iv. No further (immediate) action at this time. Marty can update after further discussion with the Mentoring Committee

     v. Both items will be discussed Monday with the mentoring group. Let Marty know if you want to be on the call

6. SAA Digital preservation help-desk
   a. Marty sent out an initial email to last year's contacts for initial setup and has not heard back from anyone
   b. Space is confirmed with Bert Lyons, contact from the Career Center
   c. Marty will send out a follow-up request to same people in 1-2 weeks. If he doesn't hear back from anyone then we can discuss leading this activity and delegating responsibilities
   d. ERS can manage this on its own if there is no response. We would like to start the planning a little earlier than last year

7. Next meeting
   a. Marty can send out a doodle poll
   b. Probably last week of April