

**Electronic Records Section
Steering Committee Meeting
Minutes
May 13, 2015**

Present: Marty Gengenbach, Anne Graham, Wendy Hagenmaier, Mark Matienzo, Erik Moore, Dan Noonan, Tim Pyatt, Lynda Schmitz Fuhrig, Rebecca Schulte, Seth Shaw, Nat Wilson

Minutes:

1. Assign note-taker for meeting
Anne volunteered to take notes.
2. bloggERS! Update
 - a. Nat reported that posts are regular, with approximately 1 per week. Traffic spikes with each post, with between 150 and 170 new users
 - b. Next steps
 - i. More proactive outreach for posts on SAA social media accounts (Facebook, Twitter)
 - ii. Reach out to other groups to cross post to promote blog
 - iii. Marty has checked with Matt Black regarding posting on SAA media accounts and is waiting for an answer
3. By-laws update
 - a. By-laws will be updated to include the following:
 - i. Secretary: Secretary will be selected from the Section membership and appointed by the Steering Committee
 - ii. Communications Liaison: The Communications Liaison facilitates (Changed from oversees) communications between the Steering Committee and the Section membership and other audiences, including but not limited to the SAA microsite, electronic mailing list, blogs, social media, and other forms of online communication not yet in use by the Section.
 - b. Changes in the by-laws will be voted on the same ballot with elections, if approved by the Executive Director. Someone from the Steering Committee will send the proposed by-law changes before sharing them with the membership for comments.
4. SAA Annual meeting session
 - a. Lawrence Giffin is confirmed as the panel moderator
 - b. Marty will bring everyone together by email or conference call to iron out panel expectations
 - c. Wendy suggested bringing in a representative from the Hydra community, such as Ben Goldman or representatives from the ArcLight project at Stanford University. Mark believes that Stanford is sending two representatives from ArcLight to the SAA Annual meeting.

- d. The session planning will coalesce in the next couple of weeks.
- 5. Elections
 - a. The deadline to submit nominations for the ERS Steering Committee elections is June 15, 2015. Becky has volunteered to write a blurb about the nominations for the section members.
- 6. ERS-Mentoring Program collaboration
 - a. Marty has emailed the SAA Programming Committee regarding a pop-up session
 - b. ERS volunteers will send messages to poster presenters, selecting participants based on interest in the poster topics, to discuss their topics with early- or mid-career archivists. It is thought that this may lead to long-term mentoring relationships
- 7. SAA Digital preservation help-desk
 - a. Marty reached out to the SNAP and Women Archivists sections regarding collaborating again on the help-desk, but has thus far received no responses.
 - b. Dan agreed to take on the leadership of the digital preservation help-desk during the annual meeting, which involves working with the Career Center to get space
- 8. Next meeting
 - a. Marty will send out a Doodle poll for availability during the week of June 22nd
 - b. It was agreed that meeting in June will be helpful, given how fast things are moving