

Date: December 1, 2008

Name of Section/Roundtable: Description Section

Officers:

- James Roth, Chair, 2008-2009
- Erin Lawrimore, Vice Chair/Chair-Elect, 2008-2009
- Donnelly Lancaster, Secretary, 2008-2009
- Mark Matienzo, Immediate Past Chair, 2008-2009
- Janet Carleton, Web Liaison, 2008-2011
- Sarah Keen, Newsletter Editor, 2008-2001
- Steering Committee:
  - Christopher Burns, 2004-
  - Christine de Catanzaro, 2008-2009
  - Mary Lacy, 2004-
  - Jennifer Meehan, 2008-2010
  - C. Jerry Simmons, 2002-
  - D. Claudia Thompson, 2005-
  - Michael Rush, Ex Officio, 2007-2009

Report from annual meeting:

- Number of attendees: 72
- Election results: See minutes.
- Summary of meeting activities: See minutes.

Completed projects/activities

- Section leadership successfully updated bylaws to comply with requirements set by SAA council. Much of the work was done by Jane Rosario, immediate past chair for 2007-2008.
- Description Expo 2008 - <http://archivists.org/saagroups/descr/desexp008.asp>
- Section endorsed two sessions for the 2008 conference: session 302, Evolving Finding Aids for Basic Processing; and session 701, Less Process, More Pixels: Alternate Approaches to Digitization and Metadata.

Ongoing projects/activities

- Working with TSDS and Standards Committee to review proposed standards

New projects/activities

- Section has been contacted by the Reference, Access, and Outreach Section, who are interested in collaborating to discuss creating a best practices guide or a joint meeting to discuss application of MPLP principles and techniques.

Diversity initiatives

- None currently. Section is aware that initiatives need to be created and implemented

Questions/concerns for Council attention

- None currently.

Report prepared by Mark A. Matienzo, Immediate Past Chair ([mark@matienzo.org](mailto:mark@matienzo.org))