

## **SIG-DL 2013-2014 Meeting Agenda and Minutes**

### 09/19/2014 Meeting Agenda

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- Call to Order
- Approval of Minutes from August Meeting
- Officer Reports
- Committee Reports
- Next Meeting Time

### 09/19/14 SIG DL Officers Meeting Minutes

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#### **Friday, September 19, 2014 12:00 p.m. - 1:00 p.m. (MST) Meeting held via Conference Call**

**Officers Present:** Kevin Comerford (Chair), Lyne Da Sylva (Membership), Tina Jayroe (Communications), Lizzy Rolando (Secretary/Treasurer)

**Committee Chairs Present:** Holley Long (Digital Liaisons), Gena Chattin (Newsletter)

Meeting called to order at 12:04 pm.

1. The minutes from the August meeting were approved.
2. The group began by celebrating winning SIG of the year and agreeing that our new slogan will be SIG-DL: We are awesome.
3. No one from the Executive Board has received official notice of the win, but in the past, HQ has given some indication of why the SIG won the award as the Annual Meeting gets closer.
4. Kevin began by discussing the upcoming elections for new officers for the next year. He will revisit the announcement from the last year.
  - The group discussed using Survey Monkey for the elections, and Kevin suggested that he might be able to use his Library's account.
  - Everyone should report their plans to run or not to Kevin as soon as possible.
  - A call for interest will go out before the ballot, so we can include the names of interested people on the ballot.
  - The ballot will only be distributed to current members, because only they can vote.

5. The group discussed the timing for the Business Meeting at the Annual Meeting and decided on 9:05am-10:05 am on Tuesday, November 4th. According to ASIS&T schedule, the meeting will be held in Room 2.
6. The group discussed the Dutch Treat Dinner at the Annual Meeting. Traditionally, the Dutch Treat Dinner has been held directly following the Business Meeting, but the meeting this year is on the Tuesday and in the morning. If we hold the Dutch Treat Dinner on Tuesday night, the dinner will be competing with SIG-CON, and people may have already left the conference. The dinner could be held earlier on Tuesday, so that it is finished before SIG CON begins at 8:30. After the elections, a notice will be sent out about the upcoming Business Meeting, and we will ask if members are planning to attend the dinner.
  - Tina reminded the group that in the past, a sign up sheet was posted, so that reservations could be made in advance for the dinner.
7. Holley, Lizzy, and Kevin are definitely attending the Annual Meeting, and Lyne may be in attendance.
8. Lizzy reported that the SIG board approved the extra awards for the Digital Liaisons panel, provided SIG-DL covers half of it.
9. Lizzy also reported that she submitted the annual budget request, but realized that there was a problem with it (did not include the correct amount of awards), so she has followed up with Jan directly to fix the error. Once the correct budget has been confirmed, she will send it to the group.
10. Lyne reported that the number of SIG-DL members appears to be fairly stable; membership count is 340 as of September 18.
11. Lyne also reported that based on the data about membership trends, September and October are the months when we recruit the most new members, which is likely because these months directly precede the Annual Meeting.
12. Lyne asked about plans to put out a call for member news to include in the newsletter. Lyne likes this idea because it will help our members stay connected with one another and learn about what others are doing. Committee conveners and Executive Team members should encourage people they know to submit news to be included in the newsletter.
  - Lyne and Gena also discussed including information about SIG-DL members who won ASIS&T awards. Once the awards have been finalized, Lyne will check the names against our current roster, and an announcement will be sent out to highlight the accomplishments of others.

13. Tina reported that she has sent the announcement about last year's election to Kevin.
14. Tina reported that she is preparing to push out a number of announcements:
  - SIG of the Year award
  - Thanks to those who submitted to Digital Liaisons
  - Information about SIG-DL's annual meeting schedule and events
  - News on the Deb Barreau award.
15. Tina indicated that she will take care of making updates to the website unless Dot chimes in. Changes needed are as follows:
  - Change SIG-DL banner to say "SIG of the Year"
  - Once Tina receives a link, add annual meeting information that we know
  - Prepare a page with information for new officer nominations/elections
  - Post information about Ngozi winning the DB award, once Kevin provides her with the announcement.
16. Holley reported that 6 people have submitted proposals to the Digital Liaisons panel (3 posters and 3 lightning talks) and she is expecting at least one more.
17. Holley is preparing the proposals (removing identifying information) so that the judges can begin. Holley will post the judging spreadsheet and send the necessary information to the judges.
18. The group discussed whether the deadline should be extended to recruit additional submissions, and the group agreed that Holley will send an update about how many submissions were received and then the group would decide whether an extension was advisable.
19. Gena reported that work on the 2014 Q3 newsletter was well underway and she plans to release it by October 15, so that there is plenty of time before the Annual Meeting.
  - Gena indicated that this newsletter will highlight some of the AM events that are particularly pertinent to SIG-DL folks.
20. Gena also discussed sending out a call for additional volunteers, editorial board members, and member news. She will put together some text and send it to Tina to distribute.
21. Gena asked about plans to transition to a new editor for the 2015 Q1 newsletter. The group agreed that it would be best to recruit someone new from the Annual Meeting, so they would overlap with Gena and be prepared to take over. In

particular, the New Members Brunch is a great venue for recruiting volunteers. The group also agreed that the webinars were another great service opportunity to highlight.

22. The goals for the next meeting are to make the call for officers and setup for the election, to announce the business meeting and dinner, to announce the DB award, and to announce winning the SIG of the Year.

23. Meeting adjourned at 12:45 MST.

08/15/2014 Meeting Agenda

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- Call to Order
- Approval of Minutes from July Meeting
- Officer Reports
- Committee Reports
- Next Meeting Time

08/15/14 SIG DL Officers Meeting Minutes

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**Friday, August 15, 2014 12:00 p.m. - 1:00 p.m. (MST) Meeting held via Conference Call**

**Officers Present:** Kevin Comerford (Chair), Dot Porter (Webmaster), Tina Jayroe (Communications)

**Committee Chairs Present:** Holley Long (Digital Liaisons), Gena Chattin (Newsletter)

Meeting called to order at 12:05 pm.

1. The minutes from the July meeting were approved.
2. Kevin began by reporting that ASIS&T HQ had agreed to pay \$350 towards an additional prize for the Digital Liaisons Panel. With \$350 from SIG-DL, the prize would be \$700 total. Because we have a slush fund, the Cabinet only wanted to agree to a cost-share. Lizzy will confirm whether we have enough in the reserve fund to fund our portion. Kevin will send the email around for the rest of the Executive Committee to see.
3. Kevin began a discussion about the call for and election of new Officer candidates. SIG-DL will have openings this year, and the group agreed to rephrase the way the notice is written to accommodate the open positions and also allow members to run for what they really desire. The group will revisit last year's announcements by email after the call today. Kevin will ask current Exec

Team Officers about their intentions for the coming year to have a better idea of what exactly is opening up this year.

4. Kevin reported on the progress arranging for the Annual Conference Activities. The Annual SIG-DL Business Meeting is tentatively scheduled for Tues Nov 4th Kevin at 9:05am-10:05am or 10:10am-11:10am. The group discussed whether there was a preference for one of those times and it was decided that we meet during the earliest time slot. Kevin will confirm this time. This meeting will take place in Room 2 according to the schedule.
5. Kevin asked about who on the call could make the mtg at the AM? Kevin and Holley will be there. Lizzy (reporting from afar) will be there too.
6. Kevin also discussed scheduling the Dutch Treat Dinner, and he will follow up with an email to those not present today. Possible Venues so far include Elephant and Castle - <http://elephantcastle.com>; Palomino Restaurant - <http://palomino.com>; Rock Bottom Restaurant & Brewery - <http://Rockbottom.com>; or Mod Pizza Downtown - <http://Modpizza.com>.
7. Kevin reported that every officer has access to the user name and password information for SIG-DL's various accounts.
8. Kevin also reported that the Annual Report is finished and has been submitted.
9. Discussion about succession procedures and the order of succession for website updates, email & social media communications, newsletter editing & production was tabled until the next meeting.
10. Kevin is still working on the SIG of the year application/annual report and will be sending it around to the officers for review.
11. Dot reported that she will work on the various website updates, and that she will go through the past requests and meeting minutes to make sure she catches everything.
12. Kevin also asked that the announcements for the annual meeting and elections be added to the website. Additionally, Gena's request for the information about the newsletter also needs to be addressed.
13. Tina reported that we should not use the asist-officer listserv as we have in the past for Digital Liaisons distribution (got a rejection that we are not allowed to post to the list.) This was used in past years by us, but probably shouldn't have been.
14. Holley reported that the Digital Liaisons work is on track, and she's just waiting for classes to start before the next round of announcements. She asked that

people please use the google spreadsheet to post where they are dispersing the CfP. <https://docs.google.com/spreadsheets/d/1vyjyRTwUD8MzlnO8opQFUvqYM2GixAGJBYXrh79vqCY/edit#gid=0>

15. Gena reported that the last newsletter was released in mid-July. There were four new subscribers since the Q2 issue went out, so there are 80 subscribers total now.
16. Gena reported that work on the Q3 newsletter is underway.
17. Gena asked whether people had ideas or thoughts about how to assess the performance of the newsletter, to make improvements. She suggested that maybe they would include a readership survey after the Q4 newsletter.
18. Gena asked about when she should put out the next call for member news, whether in late August or mid-to-late September. She also asked about whether it should go out once or twice.
19. The goals for the next meeting are to put together the call for officers and to announce the business meeting and dinner.
20. Meeting adjourned at 12:36 MST.

#### 07/18/2014 Meeting Agenda

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- Call to Order
- Approval of Minutes from June Meeting
- Officer Reports
- Committee Reports
- Next Meeting Time

#### 07/18/14 SIG DL Officers Meeting Minutes

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### **Friday, July 18, 2014 12:00 p.m. - 1:00 p.m. (MST) Meeting held via Conference Call**

**Officers Present:** Kevin Comerford (Chair), Lizzy Rolando (Treasurer/Secretary), Joan Beaudoin (Chair-elect), Tina Jayroe (Communications)

**Committee Chairs Present:** Holley Long (Digital Liaisons)

Meeting called to order at 12:03 pm.

1. The group began by discussing ways to keep track of the account information for our various social media and online tools and the need to somewhat regularly update those passwords.

2. Tina reported that she will be updating the passwords to the social media accounts, and she will provide officers with the necessary information.
3. Kevin indicated that he has requested admin permissions to the SIG-DL Wordpress so that we can edit the website in Dot's absence.
4. Kevin reported that he has put together a call for the Deborah Barreau Award, using the framework from last year's call. The one main change is that the call indicates that letters of support are not required but would be accepted. The deadline for submissions is in September.
5. The group agreed that the call for submissions for the DB award looked good and is ready to be handed off to Gena to be included in the next SIG-DL newsletter.
6. Tina will begin advertising the call on the SIG's social media outlets.
7. Kevin reported that he submitted a nomination for the SIG-DL News newsletter for ASIS&T publication of the year.
8. Kevin also reported that he submitted a request to ASIS&T for additional funds to support the registration fees for one student in the Digital Liaisons panel. Kathryn LaBarre indicated that SIG-DL should know the results of their proposal by the end of June.
9. Kevin is still working on the SIG of the year application/annual report and will be sending it around to the officers for review.
10. Joan reported that she has been working with Gena and CD on the Q2 SIG-DL newsletter and that she has been sending out the call for proposals for the Digital Liaisons panel.
11. Lizzy requested that people send items to be included in the FY15 budget. Kevin will scope out some numbers for the cost of pressing a yearbook, because that is a new line item.
12. Lizzy will send around the working draft of the budget for officer review.
13. Tina reported that she will be plugging all of the various SIG-DL news and activity over the weekend.
14. Tina requested that if anyone loses access to any of their SIG-DL accounts to let her know.
15. Holley reported that the Digital Liaisons group has been publicizing the call for proposals, and the group discussed when the best time for a follow up blast would be. Consensus seemed to be that the next big push should come around

mid-August/end of August, and if ASIS&T has funded the additional scholarship, it can be included in the blast as an added incentive.

16. Gena reported virtually that she has been working on getting the 2nd SIG-DL newsletter out, aiming for the next Monday once the Exec team looks over the current draft. Gena indicated that she will send the current draft around for everyone to review.

17. Gena reported that she expects the Q3 Newsletter to follow the same schedule, and will preview the Annual Meeting.

18. Meeting adjourned at 12:35 MST.

06/20/14 Meeting Agenda

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- Call to Order
- Approval of Minutes from May Meeting
- Officer Reports
- Committee Reports
- Next Meeting Time

06/20/14 SIG DL Officers Meeting Minutes

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### **Friday, June 20, 2014 12:00 p.m. - 1:00 p.m. (MST) Meeting held via Conference Call**

**Officers Present:** Kevin Comerford (Chair), Lizzy Rolando (Treasurer/Secretary), Lyne Da Sylva (Membership Officer), Joan Beaudoin (Chair-elect)

**Committee Chairs Present:** Ngozi Okoro (Webinars), Gena Chattin (Newsletter)

Meeting called to order at 12:05 pm.

1. The meeting minutes from the May meeting were approved.
2. Kevin reported that the Digital Liaisons panel was accepted for the 2014 AM. The feedback from the reviewers was strong, and although the planning group discussed changing the terms for "new professional" and moving the deadlines, the group appears to be moving forward with the originally planned structure.
3. Kevin also reported that he has been working on the SIG of the year report, and he plans to send it out for comment before the next meeting.
4. Joan reported that in addition to the Digital Liaisons panel, she has another panel that was also accepted for the 2014 AM.
5. Lizzy reported that she has been working on the special RDAP edition of the Bulletin with Jen Doty from Emory.



6. Lizzy reminded the group that the Bulletin includes a SIG-DL sponsored column in every issue about research data related issues, and suggestions for articles are always welcome. Gena will include a line in the forthcoming newsletter soliciting articles for the Bulletin.
7. Lizzy updated the group on the state of the budget, a copy of which was distributed to the Exec committee.
  - Lizzy reported that no funds have yet been required for the Mail Chimp account, and Gena will check the numbers to confirm whether an upgraded account is needed.
  - The numbers included for the webinars are not confirmed, but are estimates.
8. Lizzy requested that SIG-DL committee members and exec. Committee members start compiling their list of needs for the FY15 budget for the next meeting.
9. Lyne reported on current membership numbers (342 members at present) and included a graph showing the number of new subscriptions per month, using historic data. The graph indicates that the time when the most new members join SIG-DL is between September and November (which coincides with the Annual Meeting).
  - Lyne noted that the data used for the graph includes some very early dates, that would appear to predate the creation of the SIG, so if anyone knows the history of SIG-DL or the dates of creation, she would like to know.
  - The group discussed the possibility of looking into ASIST's archives to find out when SIG-DL was started, and because it would be nice to have a one page description of the history of SIG-DL. The idea of having awards for members who have been with the SIG-DL the longest was proposed.
10. The group compiled a list of website changes and updates for Dot:
  - Add the mailchimp code from Gena to site
  - Include the link about the newsletter announcement/subscription on the site
  - Is there a way to allow people to join the newsletter from the website?
11. Gena reported that along with C.D. and Joan, work on the Q2 newsletter is underway and they expect it to go out either Monday July 7th or Monday July 14th.
12. Gena indicated that they expect the Q3 issue to follow the same schedule, with a late September/first week of October release.

13. Gena has created a news item template that can be used to plan each quarter and saved it to the Google Drive.
14. Gena reported that she has also created a Feedly sigdnews@gmail.com to help volunteers and any future editors keep track of the feeds I follow for news.
15. Finally, Gena reported that she has deleted the all-member list from MailChimp and saved the Metrics from the first newsletter as a PDF in the Google Drive space.
16. Ngozi reported that the last webinar of the year was presented.
17. Ngozi also reported on the income earned from each of the webinars which is as follows: ArchiveIt (\$20), Navigating DAM (\$90), and Dataverse (\$120).
18. Ngozi noted that concentrated marketing efforts seem to really help recruit non-members, which brings in additional income.
19. The next meeting is July 18th.
20. The goals for the next meeting are to verify the changes to the website have been made, to bring items for the FY 15 budget, to look over the SIG of the year application, to find historical information about SIG-DL, and to look into scholarships or other types of conference support for students that could be tied in with the Digital Liaisons panel.
21. Meeting adjourned at 12:40 MST.

#### 05/23/14 Meeting Agenda

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- Call to Order
- Approval of Minutes from April Meeting
- Officer Reports
- Committee Reports
- Next Meeting Time

#### 05/23/14 SIG DL Officers Meeting Minutes

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### **Friday, May 23rd, 2014 12:00 p.m. - 1:00 p.m. (MST) Meeting held via Conference Call**

**Officers Present:** Tina Jayroe (Communications Officer), Kevin Comerford (Chair), Lizzy Rolando (Treasurer/Secretary), Lyne Da Sylva (Membership Officer)

**Committee Chairs Present:** Holley Long (Digital Liaisons), Ngozi Okoro (Webinars), Gena Chattin (Newsletter)

Meeting called to order at 12:03 pm.

1. The meeting minutes from the April meeting were approved.
2. Kevin reported that he has been reviewing 2 papers for the upcoming Annual Conference.
3. Kevin also reported that he has received initial contact about the SIG of the year Jury, and he has started compiling the materials SIG-DL will need to be considered for SIG of the year. He will be asking the team for input.
4. Joan reported that she also reviewed a panel and paper for the upcoming Annual Conference. She had been assigned to review the student panel proposal, but notified the conference chairs about it.
5. Lizzy indicated that she needs to follow up and get the reporting on the previous webinars, and Ngozi offered that he has the first reporting list, which doesn't include financials.
6. Lizzy first broached the idea of SIG-DL sponsoring a workshop at the 2015 Annual Meeting. Lizzy is part of the DART project, which is working on Data Management Plan assessments, and they are hoping to hold some workshops in the near future. Lizzy reported that previous SIG-DL sponsored workshops were financially successful, although Lizzy is not sure whether or not hosting a workshop will cost the SIG. The ASIS&T conference site only includes the following "Only one submission per SIG is permitted for a workshop, and additional participation fees will apply."
7. Lyne reported that she has been investigating how ASIS&T members join SIGs, especially since there is contradictory information on the website. She has confirmed that if a member pays \$10, they can join as many SIGs as they wish, so we can advertise this fact to help recruit new members.
8. Lyne reported that 10 new members have been added to the active members list in the last month.
9. Lyne also reported that she has been named interim department chair for a year, which may impact her availability to help with SIG activities. She will keep the SIG posted.
10. The group compiled a list of website changes and updates for Dot:
  - Add the mailchimp code from Gena to site
  - Add Joan's bio to site
  - Include the link about the newsletter announcement/subscription on the site
11. Holley reported that the student panel should have notification on their proposal by June.

12. Gena reported that as of yesterday, the SIG-DL newsletter has 74 subscribers, and she had sent out an email to the group with some info on statistics. CD Walter from U Texas Arlington has also volunteered to help with the newsletter, and they are working on the plan for the 2nd issue of the newsletter.

13. Gena asked about whether we should now delete the original mailing list.

14. Gena reported that she is also reviewing papers for the annual meeting.

15. Ngozi reported that the next webinar is 6/17 @ 11am on Evaluating the DataVerse Network: Connecting Open Data with Scholarly Communications.

16. Ngozi also reported that the first two webinars went really well, although they have been attracting mostly existing members, so there is less revenue. The question of how to attract more non-members was raised, and the group discussed how to advertise the webinar more broadly.

- Tina will continue to advertise through Twitter, Facebook, LinkedIn, and the SIG-DL listserv.
- The group discussed sending information through university listservs, as well ALA and CNI lists.
- Kevin and Tina will work together with the list Chris made for the student panel to figure out a list of venues where to advertise.
- Lyne and Holley will both distribute the advertising materials to their university's listservs.

17. The next meeting is June 20th.

18. Meeting adjourned at 12:29 MST.

#### 04/18/14 Meeting Agenda

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- Call to Order
- Approval of Minutes from March Meeting
- Officer Reports
- Committee Reports
- Next Meeting Time

#### 04/18/14 SIG DL Officers Meeting Minutes

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**Friday, April 18th, 2014 12:00 p.m. - 1:00 p.m. (MST) Meeting held via Conference Call**

**Officers Present:** Tina Jayroe (Communications Officer), Kevin Comerford (Chair), Lizzy Rolando (Treasurer/Secretary)

**Committee Chairs Present:** Holley Long (Digital Liaisons), Ngozi Okoro (Webinars)

Meeting called to order at 12:02 pm.

1. The meeting minutes from the March meeting were not posted in time to be approved at this meeting. Lizzy will post them with the April minutes before the next meeting.
2. Kevin reported that, in response to the call from Kathryn LaBarre, he put forward himself, Joan, and Gena as panel reviewers for AM 2015. He has not yet heard back about the final list.
3. Lizzy opened the floor for discussion about having monetary gifts for the presenters in the Digital Liaisons panel. The funds to pay for these would come from FY 2015. The group voted unanimously to continue to offer these prizes.
4. Holley will include, in the Digital Liaisons panel proposal, a note that gifts will be given, but the details will be determined at a later date.
5. Tina reported that she is ready to begin promoting the April 23rd webinar over the weekend.
6. Lyne reported remotely that she has an updated roster, which indicates that we lost 51 members, but gained 31, for a net loss of 16. From what Lyne can discern, most of these left because their ASIS&T membership lapsed.
7. Tina noted that the rules about how many SIG's a member can belong too is confusing and reported differently at different places.
8. Kevin and Lyne will follow up to see exactly what the rules are.
9. Kevin will send a reminder to Dot to add Joan's bio to the website and to put the newsletter announcement and subscription link onto the site.
10. Holley reported that she will submit the intent to propose to ASIS&T today.
11. Holley also reported that she has been updating the proposal to include the information on the criteria for evaluating proposals that was supplied by Kathryn LaBarre and based on feedback from the committee. Once she has finished incorporating the feedback, she will send the draft around one last time. She noted that both Karen Fischer and Mike Eisenberg from UW have agreed to be speakers.

12. Holley reported that the committee has temporarily suspended regular meetings, waiting until the proposal has been accepted (notifications are expected in June).
13. Gena virtually reported the newsletter now has 72 total subscribers. She indicated that once she purges the full member list from MailChimp, we will lose statistics for that newsletter, so she is waiting a few more weeks before doing so.
14. Gena provided the following recap of the inaugural launch of the SIG-DL newsletter:
  - 42.1% of those who received the first issue opened it.
  - It was last opened 4/17 (today), so people are still digging back through their e-mail to get to it.
  - Not a lot of people are clicking the links in the newsletter. The Digital Liaisons Link got the most clicks (except for the "subscribe here!" link).
15. Ngozi reported that the Archive-It Webinar was a success. 55 people registered, and 28 people attended. The responses from the end of webinar survey were positive, although there was interest in a more in-depth or more detailed presentation (as opposed to the more general overview).
16. Ngozi has not yet received the financial report from the webinar, with the breakdown of how many members and non-members attended.
17. Ngozi finally reported that the next two webinars are scheduled and ready. The next will be on Navigital Digital Asset Management on 4/23, and then Evaluating the Dataverse network on 6/17.
18. The next meeting is May 16th.
19. Meeting adjourned at 12:25 MST.

#### 04/09/14 Student Panel Committee Meeting Agenda

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- Discuss/revise proposal
- Select a moderator
- Discuss next steps after proposal submission

#### 04/09/14 Student Panel Committee Meeting Minutes

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**Wednesday, April 9th, 2014 1:00 p.m. - 2:00 p.m. (MST)**

**Present:** Kevin Comerford, Holley Long, Annamarie Klose, Sara Mannheimer, Lizzy Rolando

Meeting called to order at 1:00 pm.

1. The group discussed the current draft of the proposal, discussing some specific issues raised by Holley.
2. There was discussion about the title for the panel, and the group agreed that the fourth "Digital Liaisons: Building Communities and Influencing Culture through Digital Liaisons" was the best, although the use of a word like "Empower" was suggested as a replacement for "Influence."
3. Lizzy noted that the list of potential topics was fairly specific, and it was agreed that including a line that indicates that the list is intended to be illustrative and not inclusive would help.
4. The group discussed the conference tracks, and given that ASIS&T has not yet publicized the tracks for the conference, it was agreed that we could not include anything about that in this proposal.
5. The role of the moderator was discussed and Kevin volunteered to act as moderator for this year's panel.
6. Monetary prizes for the best poster/lightning talks were discussed, and Lizzy will follow up with SIG-DL Exec members to confirm that SIG-DL will sponsor the awards for the 2014 AM panel.
7. The group discussed the value of this panel in recruiting graduate students, and this role should be highlighted more strongly, as ASIS&T is seeking to better attract graduate students.
8. Annamarie Klose will be one of the judges for the submissions, as will someone from SIG-AH, who has agreed to co-sponsor the panel. The proposal will also be updated to more specifically call out SIG-AH's involvement with the panel.
9. Karen Fischer and Mike Eisenberg have both been confirmed as speakers for the event.
10. Next steps:
  - Everyone to take one more pass over the proposal
  - Until notification from ASIS&T (June), the group will suspend the monthly meetings.

#### 03/21/14 Meeting Agenda

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- Call to Order
- Approval of Minutes from February Meeting
- Officer Reports
- Committee Reports

- Next Meeting Time  
03/21/14 SIG DL Officers Meeting Minutes
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**Friday, March 21st, 2014 12:00 p.m. - 1:00 p.m. (MST) Meeting held via Conference Call**

**Officers Present:** Tina Jayroe (Communications Officer), Kevin Comerford (Chair), Joan Beaudoin (Chair-elect), Lizzy Rolando (Treasurer/Secretary), Lyne Da Sylva (Membership Officer), Marisa Ramirez (Past Chair)

**Committee Chairs Present:** Gena Chattin (Newsletter), Holley Long (Digital Liaisons), Ngozi Okoro (Webinars)

Meeting called to order at 12:03 pm.

1. The meeting minutes from the February 21, 2014 meeting were approved.
2. Kevin began by welcoming Joan to SIG-DL. Joan will be serving as Chair-Elect Pro Tem.
3. Kevin continued by discussing various upcoming deadlines, including the deadline for Annual Meeting panel submissions and SIG Awards. Kevin noted that work on the newsletter and on the yearbook is still moving forward, and these are both efforts that we can highlight in our SIG of the Year application.
  - Tina recommended that the Executive Team begin working on the application as soon as possible, because the process is fairly time intensive.
4. Lizzy discussed the refund of \$500 back to SIG-DL, after confusion about the DB Award.
5. Lizzy reminded the group that RDAP is the next week, and SIG-DL is sponsoring the poster session. In the past, someone from SIG-DL has live-tweeted the conference on behalf of SIG-DL, but no one from the Executive Team will be attending this year's conference. Tina will send out a call to SIG-DL to see if there are any members who will be attending and will be able to tweet on our behalf this year, and Lizzy will follow up with Andrew (RDAP organizer).
6. Tina is standing by, and ready to send out announcements about the upcoming newsletter and webinars.
7. Tina and Gena discussed whether communications should link directly to the MailChimp newsletter, and consensus was reached that it should link to something on the website. Gena will talk with Dot to have this done.



8. Lyne reported that she has an updated membership list, which was sent to Tina for the call for Chair-Elect. She reported that we will have an updated membership list in April, which may be useful for distributing the newsletter.
9. Lyne discussed efforts to recruit new members. She talked with colleagues who are ASIS&T members, but are not SIG-DL members, to try and understand why they are not part of the SIG, and one person responded that it was because she was gradually dropping all memberships because she doesn't see what she gets out of it. Lyne suggested that articulating the benefit of belonging to the SIG should be a major focus of our membership drive.
10. Lyne also reported that the SIG Officer's Manual includes a few recommendations for increasing and retaining members, and their suggestions include: involving members in SIG projects, regularly reminding SIG members of SIG activities and the resources and benefits available because they are a member of the SIG.
11. Lyne discussed Kathryn LaBarre's call to SIG for information on membership drive strategies, but K.B. did not get any responses from the call.
12. Other ideas for recruiting new members were discussed. These ideas included: involving students earlier, by reaching out to iSchool and MLIS programs and sending messages through their listservs; comparing social network followers with actual SIG members, and reaching out directly to those who are not SIG members but follow us on LinkedIn, Facebook, Twitter, etc.; pursuing personal connections; and including a link to information about the SIG in the call for proposals for the Digital Liaisons panel.
13. Dot reported remotely that Joan was added to the SIG-DL site. Her name still needs to be added to the main list of officers, and Kevin will send an email to Dot to ask her to do this.
14. Holley updated the group on the progress with the Digital Liaisons panel.
  - Michael Eisenberg has been approached, as has Karen Fischer, to be speakers.
  - The proposal itself is in good shape and is on track to be ready with plenty of time. Kevin is reviewing the current draft, and then Holley will distribute it to the rest of the Executive Team and the Committee.
15. Gena has made great progress on the newsletter, and she reported that she has been incorporating the changes suggested by the Exec Team.

16. Gena reminded the group that a draft has been sent to the Exec. Board, and that all should review the draft.
17. Gena led a discussion about how widely we should distribute the first newsletter, since the only way to receive the newsletter is to have signed up. Gena can add all SIG-DL members to the contacts in MailChimp, but Tina indicated that it would be very important to then make sure the list is purged shortly after. In addition, the newsletter will clearly signify that members will only receive the first issue, and no more if they do not sign up.
18. Ngozi reported that there are three webinars lined up, (Lori Donovan on Archive-It on Thursday 4/17; Julie Maher and Alice Merchant on Digital Asset Management on 4/23; and Jon Wheeler on DataVerse, TBD.
19. Ngozi also reported that Pratt is streaming the movie "Terms and Conditions May Apply," but the license will only allow for streaming to the Pratt community, so there is no way to stream this to the rest of ASIS&T. This could, however, be a future service or project.
20. Marisa reported that she will be on maternity leave as of April, so will miss many of the upcoming SIG-DL calls.
21. Kevin reminded the group that the next meeting is scheduled for April 18.
22. Meeting adjourned at 12:47 MST.

#### 03/12/14 Student Panel Committee Meeting Agenda

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- Speakers
- Collaboration with other SIG's
- Next Meeting time
- Proposal document

#### 03/12/14 Student Panel Committee Meeting Minutes

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**Wednesday, March 12, 2014 1:00 p.m. - 2:00 p.m. (MST)**

**Present:** Kevin Comerford, Holley Long, Annamarie Klose

Meeting called to order at 1:00 pm.

1. The group discussed possible speakers for the event, and Michael Eisenberg, Karen, Fischer, and Robert Mason were identified as good potential speakers. Kevin will contact Michael and Holley will contact Karen. Although the panel

does not have an assigned time yet, the speakers should be confirmed by April 20th.

2. The group agreed that two speakers are needed for the panel.
3. Kevin noted that faculty from UBC may also be a possibility.
4. Annamarie mentioned that SIG-AH has been interested in doing an event at next year's ASIS&T conference but hasn't gotten moving on anything, so, SIG-AH might be interested in collaboration. Annamarie offered to contact SIG-AH to see if they would like to partner on the event or not.
  - Other possible partners are mentioned: SIG-USE and SIG-HCI.
5. The group agreed that another SIG could have "different types of involvement", e.g. judge student proposals or whole event involvement.
6. Kevin mentions that judging was an issue last time. He feels that more people would be useful. He says that he and Chris [Eaker] did most of the judging last year.
7. The next meeting will be the 2nd week of the following month - April 9th, same time (1:00 pm).
8. The goal is to have the proposal finished, including speakers lined up, by the next meeting time.
9. Next steps:
  - Holley will share the proposal with the group.
  - Kevin will co-author the proposal.
  - Holley might share the proposal in the last week of March or start of April. Kevin suggests sharing the proposal sooner.
  - The proposal will be put in a Google doc and expanded on.

#### 02/21/14 Meeting Agenda

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- Call to Order
- Approval of Minutes from January Meeting
- Officer Reports
- Committee Reports
- Next Meeting Time

#### 02/21/14 SIG DL Officers Meeting Minutes

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**Friday, February 21st, 2014 12:00 p.m. - 1:00 p.m. (MST) Meeting held via Conference Call**

**Officers Present:** Tina Jayroe (Communications Officer), Dot Porter (Webmaster), Lizzy Rolando (Treasurer/Secretary)

**Committee Chairs Present:** Gena Chattin (Newsletter)

Meeting called to order at 12:05 pm.

1. The meeting minutes from the January 17, 2014 meeting were approved.
2. Lizzy reported that there was a problem with the latest financial report, because the SIG is being charged for the DB Award twice (\$500 was taken out of FY13 and FY14 for the 2013 Annual Meeting). She is talking with Jan to have this fixed.
3. Lizzy also reported that the minutes from the last Digital Liaisons meeting are now posted on the wiki: [http://www.asis.org/wiki/chapters-sigs/index.php/SIG-DL\\_2013-2014\\_Meeting\\_Agenda\\_and\\_Minutes#02.2F05.2F14\\_Student\\_Panel\\_Committee\\_Meeting\\_Agenda](http://www.asis.org/wiki/chapters-sigs/index.php/SIG-DL_2013-2014_Meeting_Agenda_and_Minutes#02.2F05.2F14_Student_Panel_Committee_Meeting_Agenda).
4. Tina reported that June and Marisa both agreed that the first newsletter could be sent out only to the official membership list. Tina requested that Lyne please send the list of official members.
5. Tina also updated the group that the chair-elect message has been sent out everywhere but to Twitter and to the official membership list.
6. Tina indicated that Gena should set up a new email account for the SIG-DL newsletter, and she reported that she has been looking into some analytics for Gena.
7. Dot updated the website to include the New Officers, the call for Chair-Elect, and the proceedings for the 2013 Digital Liaisons panel.
8. Dot also reported that she is creating a Google Spreadsheet to help organize the volunteers to post to the SIG-DL Blog.
9. Gena reported that she is in talks with one person who is interested in working on the newsletter, but she needs additional volunteers.
10. Gena is preparing to put out a call for member news items, which can be included in the newsletter.
11. Gena updated the group on her progress with MailChimp. Gena sent around to the Executive Committee a test version of the "Sign Up" email to get members to sign up. Once we all test the form, she will send out to the general membership.

The group agreed that releasing the first issue of the newsletter about 2-3 weeks from the time the call goes out is the right amount of time.

12. The group also discussed the regularity with which reminders to sign up should be sent out, and the group agreed that only one message should be sent to the official membership list, but that many reminders could be sent out over the social media channels. Tina suggested that a timeline be established, and then she can send out messages according to that schedule.
13. Gena asked about metrics and the Tracking ID from Google Analytics, which Tina reported Ngozi has and sent to Tina. The Google Analytics will only look at the archives, and MailChimp has some tools, but many require a paid subscription, and Gena is not sure we need any of them.
14. Gena and the group then discussed the distribution process, and what sort of approval processes should be in place. Gena reported that the first issue has a prototype, which she will send around once everyone has signed up for the newsletter.
15. Gena also noted some future issues for discussion:
  - Delegating "beats" when we have additional volunteers, including post-mortems of conferences
  - Q1, Q2, Q3 issue working docs
  - Plan for changing of the guard
16. Ngozi virtually reported that she is finalizing the details for the Archive it webinar, to be late in March.
17. Ngozi also noted that ASIST@Pratt is interested in collaborating with SIG-DL on a screening on "Terms and Conditions May Apply."
18. Ngozi asked for levels of interest in webinars on Dataverse, OJS, Drupal, or others, and asked about how much , lead time is needed for the scheduling process.
19. Meeting adjourned at 12:40 MST.

02/05/14 Student Panel Committee Meeting Agenda

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- Brainstorm a theme for the panel. The overarching conference theme in 2014 is "Connecting Collections, Cultures, and Communities."
- Develop a short list (3-5 names) of plenary speakers.

02/05/14 Student Panel Committee Meeting Minutes

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**Wednesday, February 5th, 2014 1:00 p.m. - 2:00 p.m. (MST)**

**Present:** Kevin Comerford, Holley Long, Chris Eaker, Lizzy Rolando, Stacy Konkiel, Annamarie Klose, Sara Mannheimer

Meeting called to order at 1:10 pm.

1. The meeting began with introductions.
2. Holley thanked Chris for developing the documentation for running the panel, which he shared through the SIG-DL Google Drive. Not everyone on the committee has access to those documents -- Holley will look into making sure everyone is added and can access those materials.
3. Holley noted that the deadline for the proposal is April 30th, and the notifications on the results are expected for June 11th. This means that speakers must be lined up and the proposal should be finished by late April, and we should be prepared to send out the Call for proposals in June.
4. The group brainstormed some ideas for themes for the panel. Ideas included:
  - Digital Humanities - Analytical method in digital humanities (Geo-coding, GIS, text mining); Blogging, text-based communities, more social networking; The Digital Humanities SIG may be planning a panel for the next conference (Annamarie will contact them to ask – maybe we can partner with them?)
  - Collections and the Culture of Making - Maker spaces; Mashing up digital collections; community partnerships
  - Collections and the Culture of Re-Mixing - Mashups; Linked Data and API's; Intellectual Property
  - Creating collections that influence cultures and communities - Interpreting digital collections; helping users access and use digital collections
  - Look for inspiration from OR Call: [http://or2014.helsinki.fi/?page\\_id=281](http://or2014.helsinki.fi/?page_id=281) - Unconventional approaches to repository-like services; Interconnection between publishers and repositories; Researcher-centered design for scholarly workflows; Adaptations to support curation lifecycle management, e.g., for research data; Real-world scalability and performance stories: working at web-scale, with big data for global usage; Requirements for holding restricted or classified data in repositories; Infrastructure to accommodate national and international mandates for data management and open access; Positioning repositories closer to (local, consortial, or cloud-based) cyberinfrastructure for data processing; Leveraging connections to external services including; Remote identifier services (e.g., DOI, ORCID);

(Re-)using repository data/metadata in new and unexpected ways, including integrated discovery; Scholarly social media services, such as for annotation, review, comment, reputation, citation, and altmetrics; CRIS and research management systems; Digital preservation tools, services & infrastructure; Community and sustainability in an open world

5. Lizzy and Chris noted that it's usually best to keep the theme broad, and provide some specific examples of dies, in order to make sure the call will attract enough submissions.
6. Chris reported that they received about 20 submissions in 2013 and accepted 15, and that the topics were pretty varied.
7. Holley will send around the list of themes and we will all vote on what we have. Send additional ideas for topics in the meantime.
8. The group then discussed possible speakers. One speaker is needed for the keynote and one for the plenary/wrap up. In the past it hasn't much mattered who is keynote and who is plenary. The concluding speaker will summarize the presentations and posters and pull everything together (they will have access to abstracts and posters ahead of time) with some forward looking remarks.
9. We can't compensate the speakers, so our best chance for success is to look for a local (Seattle) person or someone who would be attending the conference anyway. Ideas for speakers include: Dene Grigar, Amaranth Borsuk, Bob Boiko, John Willinsky, Edie Rasmussen, Luciana Duranti, Stephanie Wright, Robert Mason, Patricia Hswe, Dorothea Salo, Alan Renear, Carole Palmer, Julia Flanders, Trevor Muñoz, and Christine Borgman.
10. Next steps:
  - Decide on regular meeting time (once a month) - Holley will send out a Doodle poll
  - Write proposal
  - Contact speakers
  - Holley will take a stab at the proposal with Kevin's help.
  - Kevin will begin talking to UNM about possibly sponsoring the awards for the event.
  - Annamarie will compile a list of faculty from UW who are affiliated with ASIS&T and those people who were named during the meeting (list above).
  - Holley will send out a poll to vote on themes.

- Call to Order
- Approval of Minutes from December Meeting
- Officer Reports
- Committee Reports
- Next Meeting Time

01/17/14 SIG DL Officers Meeting Minutes

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**Friday, January 17th, 2014 12:00 p.m. - 1:00 p.m. (MST) Meeting held via Free Conference Calls**

**Officers Present:** Kevin Comerford (Chair), Tina Jayroe (Communications Officer), Lyne Da Sylva (Membership Officer), Dot Porter (Webmaster)

**Committee Chairs Present:** Holley Long (Digital Liaisons)

Meeting called to order by Chair at 12:05 pm.

1. The meeting minutes from the December 18, 2013 meeting were approved.
2. Kevin began by relaying a communique from Kathryn LaBarre, indicating the the 2014 budgets are now released ([http://www.asis.org/wiki/chapters-sigs/index.php/SIG\\_Financial\\_Reports](http://www.asis.org/wiki/chapters-sigs/index.php/SIG_Financial_Reports)), and SIG-DL still has \$671.00 available, before we can apply for additional funds. Her message also reported that SIG Officer information has been updated on the ASIS&T website, and that she will hold a SIG Officer Orientation Webinar at the end of January. Kevin will attend this meeting and hopes others will as well. He notes that the meeting will be recorded for those who cannot attend live.
3. Kevin reminded the group that the next annual meeting is October 31-November 4 in Seattle, Washington. Panel Submissions are due on April 30th, and Holley reported that the Digital Liaisons panel is on track to meet this deadline.
4. Kevin outlined the current 2014 SIG Projects and Objectives:
  - Newsletter Launch
  - Website Social Media Development
  - Webinar Program
  - SIG-DL Yearbook
  - Digital Liaisons Panel
5. Kevin will put together a call for volunteers and a call for a Chair-Elect, he will work with Dot to make sure the website is updated with the new Officer information, and he will firm up objectives and dates for the webinars with Ngozi.



6. Tina will announce the 2013 Digital Liaisons panel proceedings once they are finalized.
7. Tina also raised the question of distribution of the newsletter, and asked whether we should send it to the official SIG-DL membership list. Tina will follow up with Marisa and June to ask their opinions on the matter.
8. Lyne reported that is looking into ways to increase membership, beginning by trying to find existing ASIS&T members who are not part of the SIG. Holley suggested talking to HQ about who the newest members to ASIS&T are, so we can set a benchmark proportional to that amount.
9. Dot reminded the group that she had sent a link to the draft proceedings. She reported that she has been working with the video Kevin took, and she noted that you mark particular time stamps on the videos in YouTube. The group agreed that would be useful and Dot should take advantage of that feature. Tina will send Dot the abstracts and bios for each piece. Dot will have the proceedings finished and online by the end of the month. Kevin likes the proceedings page as done so far.
10. Dot continued by discussing the effort to increase participation on the blog, and she indicated that she will send out a message to those who expressed interest very soon. She will use a Google Doc for a sign up sheet and to plan/manage the frequency of the posts.
11. Holley reported that she has sent out a message to the Digital Liaisons Panel committee for the first meeting, and at that time the group will discuss the speakers and topics.
12. Gena virtually reported that she has been in contact with two potential newsletter volunteers, and she is working on a call for additional helpers. She is also working on a subscription announcement and a call for news.
13. Gena asked about the SIG-DL MailChimp account, as she is ready to move from a test account to the real one. Tina contacted Gena via email to indicate that SIG-DL does have an account.
14. Kevin will follow up with Gena to determine the expected date for the first issue of the newsletter.
15. Kevin reminded the group that the next meeting is on February 21, 2014, and he anticipates that at the meeting the SIG will discuss the firming up of dates, organizing webinars, confirming website updates, distribution of first newsletter, etc.

16. Meeting adjourned at 12:35 MST.  
12/18/13 Meeting Agenda

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- Welcome
  - Approval of Minutes from November Business Meeting
  - 2014 Monthly Meeting Schedule
  - 2014 SIG-DL Objectives
  - Chair-Elect Vacancy
  - Reports from the Officers
  - Reports from the Committee Conveners
  - Next Meeting Time
- 12/18/13 SIG DL Officers Meeting Minutes
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**Friday, December 18, 2013, 1:00 p.m. - 2:00 p.m. (EST) Meeting held via Free Conference Calls**

**Officers Present:** Kevin Comerford (Chair), Lizzy Rolando (Treasurer/Secretary), Tina Jayroe (Communications Officer), Lyne Da Sylva (Membership Officer), Marisa L. Ramirez (past Chair)

**Committee Chairs Present:** Holley Long (Digital Liaisons), Gena Chattin (Newsletter)

Meeting called to order by Chair at 1:02 pm.

1. The meeting minutes from the SIG-DL Business Meeting at the Annual Meeting (11/2/13) ([http://www.asis.org/wiki/chapters-sigs/index.php/SIG-DL\\_Annual\\_Business\\_Meeting\\_Minutes](http://www.asis.org/wiki/chapters-sigs/index.php/SIG-DL_Annual_Business_Meeting_Minutes)) were approved.
2. Kevin began the meeting by welcoming all new officers and committee conveners.
3. He continued by discussing the Business Meeting held at the Annual Meeting, noting that the meeting had gone well. The meeting had strong attendance and good ideas were circulated.
4. Kevin then held an informal poll to determine the best time for regular meetings, and the group present on the call agreed that the meeting time from the previous year (3rd Friday of each month at 2:00 pm Eastern) was fine. The next meeting will be January 17th, and Kevin will send a follow up email with conference call information.

5. Next, Kevin began a discussion of SIG-DL 2014 Objectives. Currently, the list includes the following:
  - Newsletter Launch
  - SIG-DL Yearbook
  - Website Social Media
  - Webinars
  - SIG of the Year!
  - Digital Liaisons Panel.
6. After the holidays, circulate any additional ideas, thoughts, or comments over email, and Kevin will put together a firmer list of objectives for approval in January.
7. Kevin reported that ASIS&T HQ has asked that we fill the vacancy for Chair-Elect. Marisa noted that the SIG-DL wiki has the handbook for officers and descriptions of officer positions. Kevin will work with Tina to put out a call for nominations, using the call sent last year. The call will ask for a brief description of why the nominee is the right person for the position, and the call should make it clear that the position is only for Chair-Elect and not Chair.
8. Lizzy reported that ASIS&T HQ has not yet sent any financial reports, and she will nudge Kathryn and Jan to see if there any updates.
9. Tina reported that she will be working heavily with Kevin and Gena in the coming weeks, but if anyone has things to send to the membership, please forward them to Tina and she will put out a blast as needed.
10. Lyne reported that she now has access to membership information. Lyne then raised the question of what objective the SIG has for membership levels.
  - Tina noted that SIG-DL previously had a goal to increase membership by a certain percentage, but that was very difficult. Tina also noted that requests for LinkedIn have slowed down, although the activity on Twitter and the listserv is still at normal levels.
  - The question of whether ASIS&T has statistics about new members was raised, as it would be best to keep SIG-DL's goals in line with what ASIS&T aims to achieve.
  - Kevin offered that he is planning to hold a brown bag session at his Library to introduce others to ASIS&T, as he knows many students recently out of Library School who have never heard of ASIS&T.

- In addition to a goal for new members recruited, SIG-DL may also want to consider a goal for the number of people to contact with information about SIG-DL. For example, one goal may be to make an effort to contact all new ASIS&T members.
11. Dot remotely updated the group on her work on the website. She reported that she has not yet set up the proceedings from the 2013 Digital Liaisons panel, but she has all of the raw materials to do so and expects that everything will be posted by early January. Dot also noted that she has the list of people interested in contributing blog content to the new SIG-DL website, and she will contact that group in January.
- Tina noted that she has access already, so if there are quick fixes or changes needed, and Dot is unable, Tina may be able to do it.
12. Holley reported that she met with Kevin and Chris to discuss the 2014 Digital Liaisons panel, and Chris has passed along the materials. Holley will be contacting those willing to help before the end of the year. If anyone on the Executive Team is interested in helping, but has not yet expressed interest, please email Holley to let her know.
13. Gena reported that she is still trying to follow up with volunteers.
- Kevin will check on the status of the list of volunteers to ensure that Gena has the correct list and that she isn't hitting them for a second time.
  - Gena has been working to compile news that will still be relevant and newsworthy in March.
  - Gena and Tina are working together to distribute three communications to the whole SIG: 1. a request for additional volunteers; 2. a request for additional news items; and 3. to begin to advertise and solicit subscribers.
14. Kevin reminded the group to send around ideas for additional objectives, and that we should expect a calendar invite for the January 17th meeting.

Meeting adjourned at 1:35 EST.