

## **SIG/Business meeting**

Wednesday, Jan. 31, 2013, 10:00-10:45 AM/EST

Present (virtually): Rebecca Green, Jane Greenberg, Kathryn LaBarre, Joe Tennis, Emma Tonkin  
Connected via: SILS-Skype-3

## **AGENDA**

### 1. Reviewed action items from last meeting

- Jane reviewed membership data—completed
- Everyone look for outreach examples—on going
- Grant, take on leadership on workshop, in next month—on going
- Exploration of connecting with other conferences Dublin Core, NASKO, and contacts in Brazil via Joe—on going (main result is limited SIG/CR budget, see below budget discussion)
- Kathryn pursue operational rules documentation with Dick Hill for January SIG/CR business meeting—completed, will be part of next meeting—documents shared
- Rebecca/Jane send ASIST 2013 call, reminders sent to SIG/CR list, will re-send.
- Melissa, Emma consider Web-update for SIG/CR (**new**)—notes below

### 2. SIG web presence/social networking (Melissa, Emma)

Melissa shared SIG/ED word press site: <http://asistsiged.wordpress.com/>. A discussion followed about the pros of having a better—more vibrant Web presence, as well as the reality of keeping a Web presence up-to-date. There was overall interest in exploring word press, although a host is needed. Jane volunteered to check on use of Metadata Research Center site as a launch pad. Emma volunteered to start Google doc to identify items for SIG/CR website.

### 3. Financial data and budgeting for 2013/2014

Kathryn shared budget documents from ASIST HQ (Jan Hatzakos), and alerted us that ASIST will be issuing a call for budgets. SIG/CR is in fairly good shape for now (the interest group made a bit of money via the SIG/CR workshop in Baltimore, ASIST 2012). We had a discussion on how the current budget (approx. 8K) could be used to engaged people and spread the word about SIG/CR. General consensus was that the bulk of this budget (approximately 6K) should go toward SIG/CR workshop activity @ ASIST 2013. Estimates for SIG/CR 2012 workshop were in this ballpark. There was discussion of providing possible support at NASKO or Dublin Core 2013 via outreach, although the amount for these types of activities is limited. There was a general consensus that SIG/CR should explore some sort of swag, like magnets, pens, and prepare a brochure to engage and spread the word.

### 4. ASIST 2013 general conference, getting panels together

We had limited discussion, but will make this a focus for our next meeting. Grant is exploring workshop ideas and themes relating to ASIST 2013, overall. Jane and Rebecca, as well as Dick Hill, have sent the ASIST call for panels, papers, etc. to the SIG/CR list.

### 5. Goals of next SIG/CR meeting

- Focus on workshop
- Discuss operational rules, how SIG/CR officers might have 2 yr. appointments.
- Budget in conjunction with workshop and swag/outreach

6. Action items

- Jane explore word press via SILS/MRC for SIG/CR—completed (result, not a good idea via SILS)
- Emma create Google doc for brainstorming SIG/CR web presence—completed (see: <https://docs.google.com/document/d/13-Ob6jYYxuba3ig47cmLRIXgS9Y2I77NRoJqVChp53I/edit>)
- Grant—continue to explore theme, ideas for SIG/CR workshop 2013
- Send examples for workshop proposals, completed via Kathryn's help
- SIG/CR outreach—everyone, look for examples—on going