

Minutes from the SCoSAA Officers Meeting: Jan. 18, 2013

Meeting Start Time: 6:30 p.m.

In Attendance: Caitlin Birch, Jan Day, Elise Dunham, Rosalie Gartner, Aliza Leventhal

Color Key: Meeting Agenda in black, Meeting Minutes in blue

1. Social Events
 - a. 1/24 - (E, C, A)
Jan has ordered the pizzas, and the event is ready to go.
 - b. 1/29 - NEA (C, E, R, A)
Aliza is emailing the NEA president to let her know a SCoSAA contingent will be attending.
 - c. Mid Semester?
We've decided to revisit this idea later in the semester, when we have a better idea of where our financial and time commitments stand.
 - d. End of Semester
We've agreed that this event will highlight two things: LEADS, and Ross Harvey's service to GSLIS. We plan to provide food and alcohol, and are allocating at least \$200 to this.
2. COSTEP Planning - Jan 30th (C, J, A)
Caitlin, Jan and Aliza will all attend.
3. Brownbag lunch
These events will take the place of panels and will take place in reserved classroom space, probably from noon to 1 p.m. Aliza is emailing potential speakers.
 - a. Joel and Archivist without Borders - potential dates?
 - b. Other professor research projects?
There's interest in having Ross discuss his new projects.
4. Personal work/class schedules
 - a. Jan
Jan is most available in the evenings. She's waiting on her internship schedule. Right now she's on campus (working) Tuesdays and Thursdays, and (class) Wednesdays.
 - b. Elise
Elise is available on Monday and Tuesday evenings and Thursday during the day.
 - c. Caitlin
Caitlin is available Mondays, Tuesdays and Wednesdays at any time, until she settles her work situation (finds a job). She is on campus for class on Thursdays and Fridays from 1-4 p.m.
 - d. Rosalie
Rosalie has class on some Mondays, and is available after noon or 4 p.m., depending. She's available after 2:30 p.m. on Fridays, 6 p.m. on Tuesdays and Thursdays, and has no availability on Wednesdays.
 - e. Aliza

Aliza is on campus on Tuesdays and Thursdays.

5. Budget overview

Jan reports that we have \$1,415 to work with this semester. We plan to spend \$200 on our End of Semester event and \$500 on the Symposium. All money will be spent.

*SWAG: Aliza and Kathy really want SCoSAA pencils. Jan is placing an order for 500, and they'll be neon.

6. Symposium update

a. Kathy working on Speaker - Martha Mahard

Martha is definitely on board, assuming she can work things out logistically with the class she teaches at GSLIS West on Saturdays.

b. \$\$ - talk to the other orgs & Em Claire

Jan is communicating with LISSA. Aliza will write a general email for the other organizations, which will be tweaked and sent by the following people for the following groups: Caitlin, Panopticon; Elise, ALASC; Aliza, PLG.

7. Documents for Caitlin

a. Did all gdocs get shared?

Caitlin is going to make a list of all the Google Docs that have been shared with her, and send it to everyone.

b. Anything you need us to do in terms of archiving proces?

All officers provided Caitlin with information on existing archiving processes. Caitlin is going to make an inventory of all archival materials she has and share it with the group. She's also going to tackle the issue of electronic archiving this semester. Her first step is to get in touch with the LISSA archivist, and then Jason. Discussion with Jason will include treasury documents currently in Jan's possession, and electronic retention procedures in general.

8. Recruiting for Fall officers

a. Timeframe? April!

Outgoing officers (Jan, Elise, Rosalie and Aliza) are going to start recruiting for their individual positions right away. They are also going to work on creating some sort of guide to their respective positions to pass on to their successors.

b. Joint elections again?

This will be LISSA's decision.

9. Job Shadowing update

We have 17-18 participating institutions, with enough space for about 30 students to participate. Officers are welcome to apply, and Aliza will be sending out a reminder about this event to the membership.

10. Resume/interview sessions

a. Spring break bootcamp - no go

Aliza and Donna Webber agreed not to hold this event.

b. Interviewing for Introverts- Elise (Introvert prof dev event (Elise))

Aliza got Donna's support for this event. Ideally, this will happen before NEA's Spring Meeting.

c. New Students - Donna & professor skits (maybe)

Aliza is talking to professors who may participate about the best dates for this event. This is definitely happening before NEA's Spring Meeting, most likely on a Tuesday night. Aliza will be the contact person for this event with the expectation that other officers will help.

d. Graduating Students - panel of HUUA, MIT & MHS

Donna is in touch with her contacts about this event. This is definitely happening before NEA's Spring Meeting, most likely on a Tuesday night. Aliza will be the contact person for this event with the expectation that other officers will help.

11. Tours

a. Schelsinger - February 27, February 28, March 6, March 7 *3-5PM

We agreed on Feb. 28 as the date for this tour. Aliza is the contact person.

- i. interested in pairing for Wikipedia Loves Libraries-style event here during Women's History Month (March)

Amanda Strauss will be in touch about this.

b. SJC

We agreed on Feb. 19 as the date for this tour. It will be from 10:30-11 a.m., and the SJC will provide tea and cookies afterward. Elise is the contact person for this tour.

c. WGBH

Caitlin is the contact person for this tour, and is waiting to hear back from her contacts with choices for date and time.

12. Cambridge Archivist Committee Ideas

a. Movie screening?

Rosalie has a contact for this and is working on it. This event may or may not be possible, but will take place toward the end of the semester if we do it.

13. Recruiting bloggers--online students, people doing "cool" things, anyone else? (Elise)

Elise currently has one online student who has offered to blog, and is reaching out to others. Jan has offered to blog, too. We should all be working to recruit potential bloggers.

14. Updated officer bios for website? (Elise)

All officers should review their bios on the website and send any updates they'd like to make to Elise.

15. Reminder: tweet at me! (Elise)

If you tweet, tweet @scosaa. Elise will retweet you!

16. SCoSAA Reads - Gail Matthews-DeNatale

Gail will be in attendance, but just as a participant in the discussion, not as a presenter. This event will be about the BC IRA scandal. Aliza has been in touch with Linda Watkins, who is preparing a detailed bibliography on the subject. We'll be sending out a link to that in February, so the membership has access.

17. Student Leader Meetings: 2/5, 3/19, 4/16

Jan, Aliza and Caitlin are all available to attend these, but we've agreed that no officer should feel pressure to attend since our schedules were not taken into consideration when these were slated.

18. NEA 3/22-23

We should all be aware of this event and should talk it up to SCoSAA members. We'll be creating a space online to discuss transit (carpools, meeting to take the Commuter Rail together) for the whole membership. Elise will be live-tweeting NEA from the SCoSAA account.

*Additional discussion, not originally on the agenda: We all agreed that another panel with 502 interns in the style of Fall 2012's panel is something we should do this semester. We're going to plan it for mid-April, around the time students begin registering for Fall 2013 classes.

Meeting End Time: 8:30 p.m.

Updated, tentative timeline for semester events:

- Jan. 24: Welcome Event
- Jan. 29: NEA social
- Jan. 30: COSTEP Planning
- Feb. 19: SJC Tour
- Feb. 28: Schlesinger Tour
- Late February/Early March: WGBH Tour
- Early March: possible pre-Spring Break event
- March 22-23: NEA Spring Meeting
- March 29: SCoSAA Reads
- March 30: Symposium
- Mid-April: 502 Intern Panel
- Late April: Cambridge Archivist Committee movie screening
- Late April: End of Semester Party
- **No dates yet: Brown Bag Lunches, Job Shadowing, Interviewing for Introverts, New Student Event, Graduating Student Event**