

RBMS Conference Development Committee Meeting
August 15, 2023
Minutes

1. Introductions of Co-Chairs, Committee Members, Liaison, Ex-officio, and Guests
2. Conference Modality Survey (Sarah and Juli)
 - a. 193 respondents completed the survey
 - b. The subcommittee is working through analyzing the data and hope to have a report to Exec by the fall.
 - c. Some quick takeaways,
 - i. There seems to be a consensus about hybrid conferences moving forward.
 - ii. Generally speaking, there are not clear patterns about what modality of conference institutions will fund. In a similar vein, respondents were generally unsure whether their institution placed any limits on funding conferences by location
3. 2024 and 2025 Conference Sites (Sarah)
 - a. We aren't reviewing site proposals this fall as '24 and '25 are both set, which is partly why it's a good opportunity to revisit the charge and site proposal guidelines before we need to solicit proposals for '26 next year.
4. RBMS Documentation Task Force and ALA Institutional Repository (Sarah)
 - a. Background:
 - i. RBMS produces documents such as position papers, conference recordings, conference programs, and other representations of the Section's intellectual output. RBMS also documents committee work through the regular creation of agendas and minutes, which serve as a critical record of RBMS work and decisions over time.
 - ii. The RBMS website, rbms.info, has long served as a repository for such Section records, and it offers the advantage of providing easy access, but it is not a preservation repository designed for long-term storage.
 - iii. The [ALA Institutional Repository \(ALAIR\)](#), managed by the ALA Archivist, is an openly accessible preservation repository, and it is the appropriate place to store most RBMS documentation that requires long-term preservation. And, it already includes a significant amount of RBMS files in its holdings. It is available to RBMS at no cost.
 - b. Charge:
 - i. The RBMS Documentation Task Force will review RBMS documentation practices and develop a basic records management plan for RBMS that defines appropriate repositories for various RBMS record types and defines the roles and responsibilities of various RBMS officers and groups in records management. The records management plan will also outline a

structure for RBMS documents in ALAIR, and include metadata guidelines for different record types that will be placed in ALAIR. The Task Force will also design and oversee a project to migrate permanent records currently housed on rbms.info to the ALAIR using the structure and metadata guidelines mentioned previously.

- ii. Task Force Member: The Task Force will include representation from the RBMS Web Team, Executive Committee, and Conference Development Committee. The co-chairs are Meliss Hubbard and lara Friedman-Shedlov
- iii. The Task Force will communicate with the rest of the Section to ensure that members are aware of their ongoing roles and responsibilities for records management.
- iv.

5. Identifying priorities for the coming year

- a. Submitting Conference Modality Survey Report to Exec
- b. Review Committee Charge: There are currently two charges
 - i. [RBMS Website](#)
 - ii. [ACRL Website](#)
 - iii. Three meetings to discuss the two charges, brainstorm, and what we want. Proposal to Exec for Midwest meeting.
 - iv. Institutional memory of the history to the charge when these became different.
 - v. Diane has worked on updating a charge.
 - vi. Sarah H. possible that it was updated on RBMS website but not on the ACRL website.
 - vii. Agendas from the past for both exec and the CDC.
 - viii. Also, the conference development manual gets updated but not official changes.
 - ix. Schedule meetings in the future and hope everyone came make it.
- c. Review and revise site proposal workflows
 - i. Links from RBMS Conference Planning Manual:
 - 1. [Site Selection and Criteria](#)
 - 2. [Appendix 2: Request for Proposals](#)
 - ii. Working on this project for the spring.
 - iii. Tech support needs to be included and more explain if we do a hybrid
 - iv. Reception as well, what is negotiation and what we can be flexible with.
 - v. Past proposals for hybrid conferences
 - vi. ACRL platforms for hybrid conferences, possibly 25 platforms.
 - vii. Information in the proposal includes information about the platform, how long ACRL's contract is for that. How would it work?

- viii. Minimum requirements for tech, like microphones, number of moderators, in person and online, someone to moderate the chat.
- ix. Video working as well.

Zoom Information

Topic: RBMS CDC Meeting (with zoom)

Time: Aug 15, 2023 02:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://umich.zoom.us/j/99849950193>

Meeting ID: 998 4995 0193

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