**Minutes**

October 25th, 2021, Co-Conveners Meeting

Co-Conveners Present: Nashieli Marcano, Allison Symulevich, and Julie Musson

**Communication with our Membership**

-We discussed the issue regarding ALA Connect user settings, as they are defaulted to “No email”, which prevents them from receiving communication from us.

-This issue impacted membership, as members did not have access to our survey on discussion topics for the year

- We need to deliver a message to their email addresses with (1) steps for changing settings in ALA Connect and (2) with the announcement of a Call for Proposals to participate in Spring programming. The Advisory Board offered to help generate a spreadsheet with our members’ contact info

**Call for Proposals**

-Due to the technical hiccup with ALA Connect communication settings, co-conveners decided to revisit the survey implemented last year with our membership, as the topics indicated back then are still relevant and interesting for us to cover this year.

-Co-conveners determine to develop discussions/programming around two major topics: *Grant Writing* AND *Transcription Projects*. The session on grants can be presented in a workshop format (1 hr), with a panel comprised on experts (e.g., NEH, Mellon) and grant awardees, breakout sessions to discuss aspects of writing grant proposals (access, digitization, developing new scholarship), and a general discussion at the end. The session on transcription projects could be in a short-presentation (lightning talk) format (1 hr), with panelists who can contribute with tools, methods, and workflows they have created/used for transcription projects. We feel that both topics can cover a broader range of aspects/issues related to digital collections (i.e. accessibility, DEI, professional development).

**Collaboration**

-Co-conveners discussed possible collaboration with other DSS groups to develop and present programming. Julie expanded on ways we could invite Professional Development to join efforts in turning the Grant Writing session into a workshop, as this group has an infrastructure in place to draw and engage with audiences and presenters. For the transcription projects session, Allison suggested to reach out to DH, as members of this community work with text analysis and may have great interest in joining us. Once we have a program developed, we’ll contact Outreach and Membership to leverage our marketing plan.

**Timeline**

-Co-conveners updated projected timeline for Fall and Spring

*Fall*

November 5th: Draft call for proposals and share with Julie and Allison. (Allison; with input from Julie and Nashieli)

Identify external channels to distribute announcement. Decide if meeting format requires external presenters. If so, invite them. (Julie, Allison, and Nashieli)

November 12th: Send out call for proposals via ALA Connect.

Invite presenters who are outside our section or non-ACRL folks. Distribute call for proposals through external channels.  (Julie, Allison, and Nashieli)

November 29th: Send friendly reminder to submit proposals.  (any of us)

December 3rd: Deadline for proposal submissions

December (between 6th-10th) Meeting with co-conveners to make decisions on presentations.

December 10th: Send out notifications to those who submitted proposals (any of us)

*Spring*

January (two months before programming begins)- Let ACRL know that we are going to present programming in March and April

February- Announce discussion/programming to our membership and ACRL

March- Host our 1st discussion/programming

April- Host 2nd discussion/programming

**Action Items for November:**

***Communication with our Membership***

-Nashieli will reach out again to Alex Cabada to see if they could generate a spreadsheet with our membership contact info.

***Call for Proposals***

-Allison will create a draft CfP and share it with co-conveners for input

***Collaboration***

-Julie will reach out to Professional Development and Nashieli will contact DH.

Respectfully drafted and submitted,

Nashieli Marcano

DSS DC-DG Co-Convener