

Technical Services Open Call Group Report to Technical Services Working Group December 2015

- The meetings should be recorded for two reasons. People who cannot attend have told us that they listen to the recordings. Also, there have been presentations that have valuable information and should be available for future reference.
- Thursday from 11am to 12pm seems to work well. We get a lot of attendees, usually in the 50+ range. Even though the call is scheduled for one hour, the meeting should be scheduled for 1 ½ hours so it can run over time 5-10 minutes if necessary.
- The call for agenda items should go out early in the week of the meeting. Open Call participants agree that a deadline of Wednesday noon is good because it allows them to decide if they want to attend the call or not.
 - Participants can enter agenda items directly onto the agenda. A Google form can also be used if someone is responsible for moving the items to the agenda.
 - The agenda should be organized by categories.
 - When submitting agenda items, the submitter should provide their name, relevant links, and a brief description.
 - If the Google for submitting ideas is not used, the link should be removed from the Alliance website.
- Number of meetings per month: Twice a month seems to be the preferred schedule for now. Several of the survey respondents like the idea of doing an open meeting and a training meeting.
 - The first meeting of the month should be the open meeting and include information on that month's Alma release.
 - The second meeting of the month could be a training meeting. If we do a training meeting every month, who will be responsible for arranging the subject and a trainer?
 - Training requests should be added to the agenda or via Google form (whichever works best for the group).
 - If don't have an agenda or topic, one possibility is an open workshop where people can ask questions and talk about solutions.
- The November 5 call was the first time attendees really contributed agenda items, so we're starting to build momentum. However, the WG's last call is scheduled for early December and the following questions need to be answered.
 - Who will be responsible for scheduling future calls?
 - Who will be responsible for creating future agendas?
 - Will someone take minutes?
 - Who will chair the meetings? There should be a chair to keep the meeting going and on track.
 - Should there be on-going feedback for calls going forward?
- The agenda should have a more structured approach. On-going reports first
 - On-going reports are first. this includes committee reports.
 - Type: Cat, Acq, Serials (Does the order make a difference?)
 - Old business
 - new business
 - Alliance announcements and issues that people would like to bring up
- Look at original survey for additional agenda items

- Agendas, meeting minutes, and recordings will live in a Google Doc subfolder in TSWG. The current web page for TS open calls should be kept so that have TSWG members have working links to the recordings. The web page should also a link “Go here for open call agendas and minutes.”

The above recommendations are based on the issues identified in our charge:

- how often the open calls should occur,
- how long should they be scheduled for,
- is there a general format that should be used,
- how should meeting agendas be developed,
- how should meetings be facilitated,
- what structure would be best for managing the calls on an ongoing basis,
- should calls be recorded,
- other issues as they arise in implementation.

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