

Policy Committee – Meeting Minutes

June 13, 2016

2:00 – 4:00 p.m.

Policy Committee Member Attendees:

Matt Blessing, Chair

Melissa Schmidt

Peter Sorce

Linda Barth

Not Present: Carl Buesing

Call to Order/Approval of the Minutes

Policy Committee Chairman, Matt Blessing, called the meeting to order. He requested that several changes be made to the minutes and asked for approval of the minutes from the April 18, 2016 Policy Committee Meeting. Mr. Sorce made a motion to approve the minutes from April 18, 2016 with changes, Mr. Blessing seconded the motion.

Matt Blessing: Aye

Peter Sorce: Aye

Melissa Schmidt: Abstain

Motion carried.

Reorganizing PRB Committee Structure

Mr. Blessing explained that one of the main reasons the Committee is reviewing the PRB committee structure is the constraints on staff to provide administrative support and perform their other job responsibilities, as well. He explained that at the April 18th Policy Committee meeting Mr. Buesing recommended the committees be streamlined from four to three committees. Three committees will make more efficient use of staff resources and would foster better communication.

Mr. Blessing said that after the April 18th meeting him and Ms. Barth worked on putting together a restructuring proposal which had been distributed with the other committee materials. Mr. Blessing said the purpose of the Records Management Committee (RMC) is to scrutinize RDA submissions and get them ready for Board review. He said the RMC's plate is full so that committee's responsibilities and functions remained the same. He said some of the functions formerly assigned to other committees, like budgeting and communications strategies, were moved to the new Policy and Governance Committee. Ms. Barth said that she also added collaboration and communications with records partners in this new committee's list of duties.

Ms. Barth explained the roles and responsibilities of the proposed Operations and Training Committee. There was discussion regarding the membership of the committee and how non-board members would be assigned and what authority they would have to implement policies and programs. The discussion also centered on the resources required for the proposal to provide an annual records management conference and that the description on training should be less proscriptive.

Ms. Barth said she would use the committee's feedback to make revisions to the proposal.

Electronic Publication of RDAs on the PRB Website

Ms. Barth distributed materials regarding the work-in-progress agency RDA web pages. The committee reviewed the materials. They said they like how the draft content was geared to non-records practitioners. They suggested that the link on the PRB website be changed to "Approved Agency Records Schedules," to continue in the effort to not have records management jargon on the site. Ms. Barth said she and her staff would continue to work on building the site with the goal of a demonstration at the August PRB meeting.

Mr. Source moved the Committee adjourn, Ms. Schmidt seconded the motion. The motion passed unanimously.