

Reports Committee Notes
2:00 p.m. June 11, 2020

1. Welcome
2. Pressing questions and concerns
3. Unfinished Business
 - a. Training Materials
 - i. Kyle updated everyone on the game plan going forward. The committee members have template assignments in the working folder and we'll aim for 5 templates completed per committee member, per month. He also explained that, though the template doesn't currently feature them, the intention is to provide screenshots on each guide to make them easier to follow. Committee members may use whatever tool they're comfortable with to take screenshots.
 - ii. Videos are on hold until after the second Equinox training. If there are principles raised in those training sessions we have overlooked, the scripts may be edited.
4. New Business
 - a. Customized Templates
 - i. Kyle relayed the conversation from the Membership Meeting during which it was decided that a new folder would be created in the Shared Folders. The new folder would be for customized templates requested by member libraries. Steve Erichsen volunteered to contact Equinox to see if they could set up a recurring report that would give the committee report usage statistics. This would serve as a way of measuring the usage of the custom templates and help the committee decide whether they should be moved to the general template folders.
 - b. Meeting Structure
 - i. Kyle asked the rest of the committee how they felt about opening the Reports Committee meetings to general membership. Other committees have run this way for a while and have begun having a more "open forum" style that allows members to ask questions and learn from one another. It was decided that starting with the July meeting, the membership would be invited to attend.

Next Meeting: July 9, 2020, 2:00 p.m.