

Todd Graham (MN), Chair
Dan Veroff (WI), Vice Chair
Charles Rynerson (OR), Co-Secretary
Melissa Stefanini (TN), Co-Secretary

**NATIONAL
STATE DATA CENTER
STEERING COMMITTEE**

*Representing a Network of 1,800
SDC/BIDC Data Centers and Affiliates
Nationwide*

Allen Barnes (AZ)
Gregg Bell (AL)
Pam Schenker (FL)
Suzan Reagan (NM)
Jennifer Shultz (PA)

We Bring Value-Added Census Data and Education to the User

**State Data Center (SDC)
All Network Business Meeting, September 26, 2017**

In attendance:

<i>Steering Committee (SC)</i>	<i>Customer Liaison and Marketing Services Office (CLMSO):</i>
Allen Barnes Gregg Bell Todd Graham Suzan Reagan Charles Rynerson Pam Schenker Jennifer Shultz Melissa Stefanini Dan Veroff	Barbara LaFleur, SDC Liaison Antoinette Hall, CLMSO Termirah Brinkley, CLMSO Karen Haugen, CLMSO

The meeting was convened at 2:06 PM EST

Welcome

Todd Graham, SDC Steering Committee Chair, welcomed the approximately 70 attendees to this annual business meeting. The meeting is typically held during the Annual Training Conference but was moved to a webinar due to the shortened Training Conference. The purpose of the meeting was to discuss our partnership with the Census Bureau, how to keep the SDC Network vital, and new efforts to pursue in 2017-2018 and forward toward the 2020 Decennial. The meeting was recorded and that recording will be made available on the SDC SharePoint site.

CLMSO Update

Barbara LaFleur gave an update on the Census Bureau executive staff, including the naming of Ron Jarmin to be the Acting Census Bureau Director for non-exclusive duties, and Enrique Lamas to be the Acting Deputy Director and Acting Chief Operating Officer.

The Business and Industry Data Center Program (BIDC) will be absorbed into the SDC Program. Local SDC Programs can decide if they want to keep the BIDC separate or fully absorb it.

The next Annual Training Conference is tentatively scheduled for the week of April 9-13, 2018.

Review of Steering Committee Activities, May 2016 to September 2017

Charles Rynerson presented the Steering Committee's activities since the last Business Meeting in April 2016, including:

- Upgraded Clearinghouse site to WordPress premium; first year paid by State of Montana, second year paid by Steering Committee; covering future expenses remains a topic of discussion.
- Set up SharePoint site for SDCs with initial access given to Steering Committee in June 2016 for testing; now all leads have access.
- Worked with PIO to give each Steering Committee member five spots for expanding embargo access within the network; this is 45 total; as of September 2017, four affiliates have been granted access, with one pending.
- Conducted Plan-to-Plan webinar in December 2016 about the 2020 Decennial, and we plan to conduct more.
- Advised DUB on their initiative to phase out the BIDC name, absorbing into SDC program.
- Developed closer communication with FSCPE Steering Committee and other data user groups.
- Updates the by-laws through a working group, endorsed by Steering Committee, ready for vote by Leads.
- Awarded the 2017 Gustafson Award to the Minnesota Population Center; specifically, the award goes to the project team that designed the National Historical Geographic Info System for Census data, including Wendy Thomas, Steve Ruggles, and Mark Lindberg.
- Conducted a successful Annual Conference in April 2017; presentations are at <https://www.census.gov/about/partners/sdc/events/training-conferences/2017-04-training1.html>; the Steering Committee followed up with a thank you letter based on the post-conference evaluation survey, which had a 90% response rate.

How We Communicate

Gregg Bell and Todd Graham explained how the SDC Network communicates within and with others outside the network, including channels such as the SDCClearinghouse.com, the SDC Clearinghouse list serve, the CLMSO SDC email list, and Twitter and Facebook for sharing SDC specific good works. Additionally, we recommend you sign up with the Census Bureau's PIO GovDelivery for receiving Census news by topic of interest.

Regarding the SDCClearinghouse.com, we are currently updating and reorganizing that site. We welcome volunteer help with the site. And we welcome an SDC, state, or other organization to sponsor the site to help defray the \$100 annual cost.

How We Keep the Network Vital

Suzan Reagan, Gregg Bell, and Dan Veroff shared suggestions on keeping the SDC Network active and relevant for individual members, including:

- Network face-to-face with each other when possible;
- Network by phone, Clearinghouse, and email to stay in touch with what other SDCs are doing;
- Build connections on common customers and services;
- Provide in-person access to Census Bureau staff for training;
- Provide access to online Census Bureau training;
- Provide notice of upcoming Census activities;

- Pay attention to and promote 2020 activities;
- Host data user conferences;
- Create a distribution list of your affiliates and send periodic email that share Census Bureau information;
- Start discussions by asking Affiliates “How do you use the data?”;
- Conduct training for local data users, libraries, Chambers of Commerce, etc. and introduce them to the American Fact Finder.

Results of Recent Survey

Jennifer Shultz and Todd Graham gave a summary of the results of the recent SDC survey. In general, SDCs want more communication, training, professional development, and access to resources to help the organizations keep doing what they need to do.

Remember to use SDCClearinghouse.com to facilitate sharing ideas and resources, such as access to Subject Matter Experts, webinars, LUCA, and Complete Count Committees.

Open Discussion on the Content of the 2018 Annual Training Conferences

The next Annual Meeting is tentatively scheduled for the week of April 9-13, 2018. Todd Graham led the discussion.

Bob Coats of North Carolina suggested basic direction on 2020 preparation, LUCA, and Complete Count Committees, even if the official Communications Plan has not been approved and released yet. And/or a panel discussion of SDCs on how to move ahead without the official Communications Plan in place yet.

Todd Graham of Minnesota said that, locally, most of us are meeting to address specific problems we perceive in getting to the highest enumeration possible for 2020. It would be helpful to hear from “early starter” states about their plans.

Pam Schenker of Florida suggested an introduction to the Clearinghouse.

Sue Ebetsch of Illinois suggested a presentation on the results of the 2017 Census tests in advance of the 2020 Decennial, for example, how did the online systems work and how were the Hard to Count communities addressed.

Melissa Stefanini of Tennessee suggested media training from Census Bureau PIO and from SDCs who have experience working with the media.

Business Item: Bylaws Update and Vote

Pam Schenker provided a summary of the bylaws status and proposed changes.

The purpose of the bylaws is to govern actions of the SDC Steering Committee.

There is no set schedule for the bylaws to be reviewed. The bylaws were last reviewed three years ago.

The proposed changes include:

- Reorganizing the current bylaws by reordering the groupings and sub-groupings;
- Clarifying timelines, duties, and processes; specifying types and periodicity of meetings;
- Delineating the Steering Committee communications process;
- Adding a section on the Gustafson Award;
- Removing reference to the BIDC Program.

Regarding the voting process:

- The proposed bylaws are a strike-all to be replaced entirely;
- Only Leads can vote;
- We will vote via Ballot Bin;
- The vote will occur from 9/26-10/2/2017;
- We need a simple majority to approve the acceptance of the new bylaws.

If approved, the new bylaws will be effective 10/4/2017.

Sue Ebetsch of Illinois moved to put to vote ratification of the proposed bylaws. Charles Rynerson of Oregon seconded. *[Note: the voting was completed October 3rd. The by-laws were ratified 40-1.]*

Other Business Items

Todd Graham announced that nominations for the Gustafson Award will be accepted in October-November 2017. Please look for details soon.

Todd Graham announced that there will be three Steering Committee seats open for election. We encourage all to consider joining the Steering Committee. We strive for a balance between Leads and Coordinating Agencies, and geographic regions.

Todd Graham encouraged everyone to keep us informed on your areas of expertise and best practices via the Clearinghouse and/or the SDC list serve.

Barbara LaFleur reminded everyone to send topic requests for the April 2018 Annual Training Conference to your Steering Committee representative.

Todd Graham reminded everyone that the recording of this meeting will be posted. We will send an email alerting the whole network when the recording is available.

Pam Schenker of Florida moved to adjourn the meeting. Charles Rynerson of Oregon seconded.

The meeting was adjourned at 4:21 PM EST