

# ELUNA Steering Meeting Agenda & Minutes

January 7, 2026 / 3:00 – 5:00pm (EST)

## **Attending:**

Jason Griffith, Kirsten Clark, Ryan Edwards, Lori Hilterbrand, Allen Jones, Ellen Jones, Kun Lin, Dean Lingley, Jennifer Matthews, Laura Morse, David Schuster

**Regrets:** Tabitha Ochtera

## Agenda:

- Welcome and Chair Updates (Griffith)
  - Lingley was welcomed as the new Technology Coordinator.
- Previous Business Items:
  - ELUNA Steering Committee Nominations and Voting Next Steps (Griffith) Six candidates moved forward for the ballot. Voting will open next Monday and close on February 16<sup>th</sup>.
  - Blog posting scheduling (All) Please remind groups of the timeline in the Smartsheets.
  - ELUNA Constitution and Bylaws (Griffith) Griffith walked through the outstanding questions, and documents were updated to reflect final drafts. It was determined that an incoming chair would not be required for groups, just chair, but succession plans will be part of the terms of reference process.
    - **ACTION ITEMS:** Griffith will move forward with the timeline and next steps. Steering Committee members should review documents one final time.
- New Business Items:
  - Review and Approve Terms of Reference (Schuster)
    - Exploro -  
[https://docs.google.com/document/d/1XMFqV9XVJKjM-BjMj3\\_o1Mzlv1xKd2E3f-ASPaaSgMk/edit?usp=sharing](https://docs.google.com/document/d/1XMFqV9XVJKjM-BjMj3_o1Mzlv1xKd2E3f-ASPaaSgMk/edit?usp=sharing)
    - Alma-D/Specto -  
[https://docs.google.com/document/d/1-MqbkhdeR9g\\_uJ8ZD2P2ilpZD5S\\_sC-T/edit?usp=sharing&ouid=116628891974137342779&rtpof=true&sd=true](https://docs.google.com/document/d/1-MqbkhdeR9g_uJ8ZD2P2ilpZD5S_sC-T/edit?usp=sharing&ouid=116628891974137342779&rtpof=true&sd=true)
    - **DECISION:** Terms of Reference were approved.
  - Analytics email draft (Edwards)
    - The Analytics community of Practice and the Primo Working groups (for both IGeLU and ELUNA) are forming a focus group for MixPanel. This group will deal with data coming from NDE (even if you're not live yet) and how to better utilize it, improvements needed, and other issues. The Terms of Reference to this group is located at  
[https://docs.google.com/document/d/1UPTbkBZ1fz\\_nvqgMdtvFzwmBESILmMo09d3-qw2uyKQ/edit?usp=sharing](https://docs.google.com/document/d/1UPTbkBZ1fz_nvqgMdtvFzwmBESILmMo09d3-qw2uyKQ/edit?usp=sharing).
    - **DECISION:** Approved to move forward
- Ongoing Business Items:

- Education Updates (Morse)
  - Updates were provided for ELUNA learns 2025, ELUNA 2026 Conference, ELUNA learns 2026, and ELUNA 2027 Conference.
- Finances Updates (E. Jones)
  - Renewals are coming in.
- Any Working Group / CoP highlights to mention
  - None