

**Society of American Archivists
Council Meeting
January 23 – 26, 2014
Chicago, Illinois**

**2012–2013 Section / Roundtable Annual Reports (Compiled)
(Compiled by René Mueller, SAA Program Coordinator)**

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Section Annual Reports

Acquisitions and Appraisal Section (Liaison: Meissner/Mangiafico)

Officers:

Laura Uglean Jackson (chair)
 Ginny Hunt (vice chair)
 Kim Anderson (immediate past chair)
 Adriana Cuervo (steering committee)
 Jaimie Quaglino (steering committee)
 Denise Gallo (steering committee)
 Jennifer Graham (steering committee)
 Toni Rhorer (intern)
 Michelle Sweetser (web master)
 Dennis Meissner (council liaison)

Report from annual meeting:

- Number of attendees: 47
- Election results:
 - Vice chair/chair elect: Laura Sullivan
 - Steering committee members: Bethany Anderson and Heather Soyka
- Summary of meeting activities: See Appendix I

Completed projects/activities:

- **Endorsed two sessions for the 2013 annual meeting in New Orleans:** The section received nine program proposals and endorsed the following two:
 - Archivists as Therapists: Working with Grieving Donors
 1. This session was not accepted by the program committee but was incorporated into our annual meeting.
 - Occupy Archives
 1. This session was accepted by the program committee.

- **Held two steering committee teleconferences:** The section's steering committee met via teleconference in October and February to discuss ideas and priorities for the year.
- **Created and filled a position for section intern:** Kim Anderson and Adriana Cuervo served on a sub-committee to draft a position description, requirements, and hiring plan to hire a student to help with the Facebook Group, social networking, and general communication efforts. The steering committee selected Toni Rhorer, a student in the MLS program at the University of Arizona. Toni's first task was to submit information on the features of a Facebook Group (what we currently have) vs. a Facebook Page, which we were thinking of switching to. We decided to stick with the Facebook Group and Toni began regularly posting to it in June with assistance from other members of the steering committee.
- **Workshop Survey:** A priority for this year was to assess the SAA appraisal workshops. With the new Appraisal of Electronic Records and Reappraisal and Deaccessioning workshops, the committee wanted to discover what other issues might be of interest to members and if the existing appraisal workshops were meeting the needs of members. The section leadership created a survey which was delivered through Survey Monkey. Sixty-six people responded. Results from the survey can be found here: <https://docs.google.com/file/d/0ByGAgNJmmNFWUm11RjU5SG9GNkk/edit?usp=sharing>. The results show a need for more webinars related to appraising various formats and types of records.
- **SAA Donor Brochures:** The section participated in the revision of two SAA donor brochures, headed by the Manuscripts Repository Section.
- **Resources page for acquisitions and appraisal of born digital records:** Jaimie Quaglino investigated possibilities of framework, shape and feel of such a site and reported back to the committee during the February teleconference. Findings and discussions included:
 - This presents opportunities for collaboration with other sections including the Electronic Records Section and the Visual Resources Section.
 - Potentially a bibliography might be more useful and not present any competition with DAS workshops, standards portal, and other SAA resources.
 - Perhaps even posting a comprehensive bibliography on appraisal and acquisitions. Kim has a bibliography dating 1994-2011, and may have access to a bibliography dating back to the 1970s.
 - Case studies of appraising/acquiring born digital records might be a worthwhile venture. Could model this off of the College and University Archives Section's case studies.
 - The new SAA module series presents an opportunity to create modules on appraising/acquiring born digital records which would supplement the core book on appraising and acquiring archival materials.
 - If a page is created, it might be more helpful to list tools/resources according to the specific task or process during the appraisal and acquisition
 - General impression: We need to do something to help members appraise and acquire born digital materials but a resources page might not be the way to go. Or, if it is, we should collaborate with other sections to make it as helpful and user friendly as possible.
- **Pamphlet/brochure for public on managing personal born digital records:** This idea came from a section member. The section's leadership thought this was a good idea and tasked Jen Graham to research it. She looked into what information or resources already exist for such a pamphlet and found that the Paradigm project has a very similar online document. If we go forward with this, we would most likely start there.

Ongoing projects/activities:

- **Section intern:** The section leadership will work to improve workflow for this position and optimize communications between leadership, intern, and section members.
- **Workshop survey:** work with SAA Education Committee to develop courses based on needs and desires expressed in survey.
- **Resources/bibliography/case studies for acquisition and appraisal of born digital records:** The section continues to explore options for collaboration, creation, and implementation of an online resource of some sort that can assist archivists with acquisition and appraisal of born digital records.
- **Pamphlet/brochure for public on managing personal born digital records:** The section leadership will continue to investigate possibilities for this.
- **Advice-style column/online discussion forums:** This idea was suggested as a priority in August 2012, but the section leadership wanted to first fill the intern position, as it was assumed the intern would help facilitate this. The section leadership continues to explore options, workflow, and framework of such a forum.

New projects/activities: Update and revise section website: The website is, frankly, a mess and needs to be cleaned up, reorganized, and made to look pretty. The section may wish to reappoint a web liaison to assist with this.

2010-2013 Strategic Priority – Technology Initiatives: The Acquisitions and Appraisal Section leadership discussed and researched multiple avenues for providing assistance with the acquisition and appraisal of born digital records. Although we did not finish any projects to this end, the workshop survey, resources page, pamphlet, and advice-style column are each meant to address the challenges and issues archivists face when appraising and acquiring born digital material.

2010-2013 Strategic Priority – Diversity Initiatives: The section did not engage in any diversity initiatives this year, but is open to suggestions on ways that the section can help facilitate this strategic priority.

2010-2013 Strategic Priority – Advocacy/Public Awareness Initiatives: With the creation of the section intern, the section's Facebook Group is now much more active and serves to provide information on acquisitions and appraisal topics to anyone wishing to join the group (it is open to everyone). Additionally, the potential creation of a pamphlet for the public on how to manage personal born digital records dovetails with this initiative.

Initiatives associated with the new 2013-2018 Strategic Plan: The section's initiatives to provide resources and discussion forums on appraising and acquiring born digital records aligns with many of the strategic goals including enhancing professional growth, advancing the field, and meeting members' needs. Revising and/or creating new workshops directly supports SAA's plan to "Review, expand, and continuously improve SAA's course... content to address both archival fundamentals and the latest thinking and best practices in the field."

Questions/concerns for Council attention: None at this time.

APPENDIX I
Acquisitions and Appraisal Section Meeting Report
 Thursday, August 15, 2013
 Society of American Archivists' 77th Annual Meeting, New Orleans, LA

1. Call to order and introduction of current leadership- Laura

Current Leadership:

Laura Uglean Jackson, Chair

Virginia Hunt, Vice Chair/Chair Elect

Kim Anderson, Past Chair (absent)

Jennifer Graham, Steering Committee Member (outgoing)

Adrianna Cuervo, Steering Committee Member

Virginia Hunt, Steering Committee Member (outgoing)

Jaimie Quaglino, Steering Committee Member

Section Intern: Toni Rhorer

Web Liaison: vacant

2. Remarks from SAA 2014 Program Committee-

Next year's SAA conference will be a Joint Annual Meeting of CoSA, NAGARA, and SAA with the theme "ARCHIVES * RECORDS: Ensuring Access." The call for papers is online and in the conference program. The deadline for submitting conference proposals to the program committee is September 30, 2103 (extended later to October 7, 2013). Endorsements from groups will be due October 16, 2013. CoSA, NAGARA, and SAA component groups may endorse up to two session proposals.

3. Remarks from Council Liaison—Dennis Meissner/Lisa Mangiafico

Dennis Meissner introduced the new Council Liaison for the A&A section, Lisa Mangiafico from Soroptimist International of the Americas. Questions, issues or problems for Council should be brought to the A&A Steering Committee so that they may be forwarded to Council.

4. Steering Committee Teleconferences—Laura

Laura updated the Section on the work of the Steering Committee for the 2012-2013 year. The Steering Committee met two times over the past year via teleconference/conference call to work on A&A Section initiatives and to discuss endorsements for the annual meeting, elections and the Section program for the Section's annual meeting. The Steering Committee focused most of its energies on improving our Facebook presence and appointing a Section intern to work on our page, providing input to the donor brochure joint project with the Manuscripts and Electronic Records Sections and discussing options for new and/or improved SAA workshops on appraisal.

5. Report on section sponsored and endorsed sessions at SAA 2013- Laura

At this year's annual meeting, the Section endorsed *SESSION 303: Occupy Archives*.

The Section endorsed another session on grieving donors entitled *Archivists as Therapists: Working with Grieving Donors & Records Custodians*, but it was not accepted for this year's program. The Steering Committee decided to put this session on the program for the A&A Section meeting. Acquisitions and Appraisal is being discussed at roundtable meetings, section meetings, in one workshop, one poster, 11 sessions, and several Acquisitions and Appraisal Section members are participating in sessions.

6. Section Intern—Laura

Toni Rohr is our Section intern and had been working on keeping the Facebook group page up to date. Laura encouraged the Section to send Toni content to post to the page.

7. Education/Workshop Survey—Laura

The Steering Committee sent out a survey to the Section to gauge interest in developing and/or updating the current SAA education programs on acquisitions and appraisal issues. The feedback we received showed that many people who would like to take workshops but do not have access to them because they are not often (or ever) offered in their area. A number of topics were presented that the SAA educational programs do not cover extensively—such as donor relations and appraisal of institutional records. The Steering Committee is attempting to engage the Education Committee regarding development of new programs as well as more online/webinar options.

8. Donor brochure revisions —Laura

Laura updated the Section on a joint project between the Manuscripts Repositories Section, Electronic Records Section, and the Acquisitions and Appraisal Section to revise three SAA brochures: *A Guide to Deeds of Gift; Donating Your Organizational Records to a Repository*; and *Donating Your Personal or Family Archive to a Repository*. This effort was headed by Ellen Doon from the Manuscript Repositories Section. The brochures are now available through SAA in both English and Spanish.

9. Ideas and projects in the works—Laura

- a. Acquisitions and Appraisal Bibliography; case studies; or modules for born digital
- b. Pamphlet/brochure for the public that provides information on managing personal born digital records
- c. Advice-style column /Online discussion forums

10. Election Results—Jaime

Jaime thanked the nominating committee and all of those who ran for positions in the Acquisitions and Appraisal Section. New leadership for the 2013-2014 year is:

- Laura Sullivan won vice chair/chair elect
- Heather Soyka won for Steering Committee Member.
- Bethany Anderson won for Steering Committee Member

New business:

1. Call for new web liaison -- Laura

Michelle Sweetser, our web liaison stepped down this year after serving as web liaison since 2004. Laura put out a call to the Section for volunteers for a new web liaison to work on the Section's web page. Anyone interested in this role should contact Ginny Hunt, the new A&A Section chair.

2. Announcements from floor, motions, calls for project ideas, etc.—Laura

The floor was opened to solicit ideas and discussion.

Section meeting program: Archivists as Therapists: Working with Grieving Donors & Records Custodians

Description: Archivists working with donors and records custodians often find themselves in delicate situations, particularly when individuals are grieving--whether that grief is over the loss of a loved one, or the potential loss; the loss of a job; the shutting down of an organization or agency; and in other similar circumstances. Participants in this session will share some of their experiences, touching upon such subjects as maintaining professionalism while building authentic relationships and processing one's own grief while working with others. Session participants include archivists who have worked with state government employees when their agencies have had all funding eliminated; individual donors; who have lost loved ones of their own; and a counselor who can provide a perspective from outside of the field and advice from her own training.

Presenter bios:

Marcella Wiget works in the State Archives at the Kansas Historical Society, arranging and describing government records and manuscript collections and performing records management services for state and local agencies, including writing and revising retention schedules and providing training.

Verónica Reyes-Escudero is the Borderlands Curator and Associate Librarian at the University of Arizona Libraries, Special Collections. Her other duties include conducting reference and instruction for users of Special Collections. As Borderlands Curator, her responsibilities include donor relations, acquisitions and digitization efforts, as well as developing events to highlight borderlands material, among other duties.

Sherry Williams is Curator of Collections at Spencer Research Library and Curator of the Kansas Collection at the University of Kansas. She holds an MLS degree from the University of Oklahoma,

and a BA in history from Kalamazoo College. She has been active in SAA and the Midwest Archives Conference, serving on numerous committees, SAA Council, and presenting at meetings.

KC Flaker is pursuing a Masters Degree in Counseling at Loyola University in New Orleans, LA. Her primary interest is in working with children and adult trauma survivors using Play Therapy. She is in the counseling program's Honors Society and is a member of the Louisiana Association of Play Therapy. She has a BA in Psychology from Knox College.

Archivists of Religious Collections Section (Liaison: McCrea/Mangiafico)

Officers:

Terry Reilly, Chair

Colleen McFarland, Vice Chair

Alan Lefever, Past Chair

Paul Daniels, Secretary

Jim Havron and Anne Thomason, Members-at-Large

Wes Wilson, Web Editor

David Kingma, Newsletter Editor

Dee Gallo, Models and Resources Coordinator

Report from annual meeting:

- Number of attendees: 80 (25% were first time attendees)
- Election results: Anne Thomason, Vice Chair; Joel Thoreson, Member at Large
- Summary of meeting activities: Minutes attached.

Completed projects/activities: Officers coordinated service projects at the SAA Annual Meeting in New Orleans, in conjunction with SAA staff and the Human Rights Round Table.

Ongoing projects/activities: ARCS has had difficulty with the updating of its new Web site (on the SAA server) and the timely production of newsletters. We continue to work on these issues and plan for two issues of the *Archival Spirit* newsletter in 2013-2014. Shortly after the annual meeting, a new Web editor volunteered her services.

New projects/activities:

- At the annual meeting, the steering committee resolved to conduct a survey of the membership to find out (1) what topics our membership would like to see addressed at annual section meetings, (2) how ARCS can be of more service to its membership, (3) our membership's communication preferences (newsletter, social media, etc.), and (4) whether our membership would like to reinstate the section reception. The survey is currently underway. (SAA Strategic Plan, Goal #4)
- The ARCS standards and models coordinator and the ARCS liaison to the standards committee have begun work on social media advocacy best practices for religious repositories. (SAA Strategic Plan, Goal #1)
- ARCS hopes to work again with SAA staff to plan a service project at the 2014 Annual Meeting, but if our members also desire a separate reception at the annual meeting, we will also reinstate the tradition of an ARCS reception at the annual meeting (SAA Strategic Plan, Goal #4)

Initiatives associated with the new 2013-2018 Strategic Plan:

See above
2013 Archivists of Religious Collections Annual Meeting
August 16, 2013

Hilton Hotel Riverside, New Orleans

1. Welcome by ARCS Incoming Chair, Colleen McFarland
2. ARCS Secretary, Paul Daniels, asked for approval of 2012 meeting minutes. Minutes were approved with no changes or additions.
3. Donna McCrae, outgoing liaison to SAA Council, spoke about the formation of the Advocacy and Public Policy Committee. She also informed the group of the SAA Strategic Plan and the continued need for member feedback on this.
4. Jamie Engwold of the 2014 SAA Annual meeting in Washington, D.C. reported on the location of the conference, the Wardman Park Hotel. The meeting will include SAA, NAGARA and COSA and will be held August 10-16, 2014. She also indicated that the use of the conference app has been well received and seems to be effective for conveying conference information quickly. Additionally, newer formats like the fishbowl, lightning and 60 minute session will be offered. Efforts are being made to speed up the pacing of sessions. Proposals are due September 30, 2013.
5. Lee Leumas reported on recent activities of the ICA – Archivists of Faith Traditions Section, of which she is Chair. She reported on the re-invigoration of the section, especially around more focus on the membership, not only on large institutions. The meeting schedule and format is changing. The next meeting of the Faith Traditions Section will take place in Seoul, South Korea. Dr. Leumas indicated a need for greater representation from the U.S.
6. Other announcements – none
7. New officers:
Anne Thomason - Vice-Chair
Joel Thoreson - elected Member-at-Large
Colleen McFarland – Chair of Section
Jim Havron – Member-at-Large
Dee Gallo – Models and Resources
David Klingma – Newsletter Editor
8. The section gave thanks and observed a moment of silence for the lives of service of Audrey Newcomer, Blaithin Sullivan, C.S.J., Richard Seidel and John L. LeDoux (all section members). Audrey Newcomer received the Sister M. Claude Lane award post-humously.
9. Reports – Jim Havron read Outgoing-Chair Terry Reilly's report.
Chair Colleen McFarland reported on the growth of the service project as part of the SAA annual meeting. We can be proud of the unique contributions of our section, by having brought the “religious” to a broader audience in SAA. The success of the service project is just one example of this broadening of interest in the work that we as archivists of religious sections do. The group was appreciative of Colleen’s encouraging words.
Vice-Chair Anne Thomason reported on her concerns for the section to respond effectively to needs of its members, using the uniqueness of the section as strengths going forward and continued member involvement (including having enough participation to have competitive steering committee elections). A practical need is for website help – an ongoing need.
10. Additional business – Alan Lefevre updated the group on the work of the Annual Meeting Taskforce. He indicated that ARCS members can take credit for the growth of the service project event and that this will likely continue in future meetings. He also encouraged members to provide feedback to the Taskforce on the current meeting experience.
Lee Leumas reported on the availability a new guide on Roman Catholic Diocesan Archives. Colleen McFarland reminded group of the upcoming program component of the meeting, following the business meeting.
11. Meeting adjourned at 1.00 PM

Minutes compiled by ARCS Secretary Paul Daniels

ARCS Annual Program – The Elephant in the Archives: Scandalous Records in Religious Collections
Colleen McFarland and David Klingma led the program of 3 papers and a report on the survey of the membership by David. The papers were read by Anne Thomason, Dee Gallo and Trevor Alvord. David reported on the results of the 37 responses of the membership survey which addressed the presence of scandalous material in our collections, ethics, privacy and legal issues. A summary of the survey was sent to the membership. Participants were then invited to remain and form small groups for discussion. Most members stayed for the small group discussions and reported on the usefulness and importance of this program, especially as it applied to challenging situations in their own settings.

Business Archives Section (Liaison: Kaplan)

Officers:

- Chair: Steve Hausfeld
- Vice Chair/Chair Elect: Jamal Booker
- Immediate Past Chair: Scott Grimwood
- Secretary: Jamie Martin
- Editor: Eric Chin
- Vice Editor: Greg McCoy
- Member-at-large: Jackie Wachholz

Report from annual meeting:

Number of attendees: 67

Election results:

Vice Chair/Chair Elect: Jamal Booker
Secretary: Jamie Martin
Vice Content Editor: Greg McCoy
Member-at-large: Jackie Wachholz

Summary of meeting activities:

(Annual Meeting Minutes for August 16, 2013, are attached.)

Completed projects/activities: The Business Archives Colloquium was held August 14, 2013 at the Hilton Riverfront in New Orleans. The colloquium featured three sections all centered around the theme of advocacy. The first was a program on storytelling. We featured Shane Meeker from P&G talking about elements of storytelling. Aubrey Carrier, from Wells Fargo then led a program on creating elevator speeches. The attendees then developed small group speeches. Next, the colloquium featured a panel discussion on working with internal IT organizations. The panel included Mandy Reese (Nationwide Insurance), Nicole LeFlamme (J. M. Smucker's), and Amy Stevenson (Microsoft). Finally, BAS section members were asked to submit photos of exhibits they designed and provide some context to them. We loaded the exhibits and images into a PowerPoint file and walked the attendees through the exhibits.

Ongoing projects/activities: In the wake of the unexpected closing of the Target Corporation archival program, we are currently communicating with membership, informing them of the steering committee communications with the Issues and Advocacy Roundtable, which sent a letter to Target, and to seek feedback from the membership on their feelings about whether the BAS by-laws should be revised to be more specific on the section's activities around advocating for our members. Comments are being gathered.

New projects/activities: The section is still looking for ways to better engage our members. In 2012, the steering committee members started social media groups through Facebook and LinkedIn. In 2013 they

are continuing to be developed and expanded. The sites have become successful ways for section members to communicate with each other, and to post public-facing articles. The steering committee is also discussing the possibility of starting a section blog.

Strategic Priority - Technology initiatives: Social media group sites through Facebook and LinkedIn have become significant communication resources for the Business Archives Section. The section is also continuing to use Google Drive as a centralized resource for maintaining section documents.

Strategic Priority - Diversity initiatives: As described in the section meeting minutes, Jamal Booker (Coca-Cola) presented to the membership at the 2013 business meeting on a program he's been involved in, funded by The Andrew W. Mellon Foundation. The program encourages and educates students at three historically black colleges in Atlanta to enter library and archives professions.

Strategic Priority - Advocacy/Public Awareness initiatives: Advocacy is a big issue for membership, as it is for SAA as a whole. We featured advocacy as the overall theme for the 2013 section colloquium. Also, since the Target Corp announcement, the section is looking for an opportunity to connect with the Issues and Advocacy Roundtable. The section has made a priority for 2013-2014 to connect with newer archivists and archives students to inform them of business/organizational archives and to work on improving succession planning in the profession.

Questions/concerns for Council attention: We have no questions or concerns for Council at this time.

Respectfully Submitted
Steve Hausfeld, BAS Chair

2013 SAA Business Archives Section (BAS)
Annual Meeting Minutes
Friday, August 16, 2013, 12:30 – 2:30 p.m.
Grand Ballroom C
Hilton New Orleans Riverside
2 Poydras St, New Orleans, LA 70130

2012-2013 BAS Steering Committee

Scott Grimwood, Chair, SSM Health Care
Steve Hausfeld, Vice-Chair/Chair Elect, Nationwide Insurance
Susan Ginter Watson, Past Chair, Kraft
Sue Topp, Secretary, Motorola Solutions
Aubrey Carrier, Content Editor, Wells Fargo
Eric D. Chin, Vice-Content Editor/Editor Elect, NBCUniversal
Nicole Thaxton, Member-at-Large, Caterpillar

Chair Scott Grimwood welcomed 67 members and guests to the 2013 SAA Business Archives Section (BAS) annual meeting. Attendees briefly introduced themselves.

Scott provided an overview of BAS activities in 2012-2013:

- He thanked Aubrey Carrier, content editor, and Eric Chin, vice-content editor, for implementing new communications methods using Facebook and LinkedIn.
- The 2013 BAS Colloquium on Wednesday, August 14, was attended by 75 members and guests. The theme was *Advocating for Business Archives* and included:
 - *Advocating Through Storytelling.* Shane Meeker, associate director, corporate storyteller and historian, The Procter & Gamble Company, presented “The Power of Storytelling.”

- Aubrey Carrier, Shane Meeker and Sue Topp role played good and bad elevator speeches. Aubrey presented the Create-Rehearse-Tailor (CRT) method for creating effective elevator speeches. Shane explained how to write a Hollywood Pitch. Then tables of attendees teamed up to write and present elevator pitches to Shane who acted as CEO and judge of the best speech.
- *Advocating Through Collaboration.* Eric Chin moderated a panel session on “Collaborating with IT.” Presenters included Nicole LeFlamme, J.M. Smucker; Mandy Reese, Nationwide Insurance; Amy Stevenson, Microsoft; and Becky Tousey, Mondelez International.
 - *Advocating Through Exhibits.* Nicole Thaxton and Steve Hausfeld presented a “BAS Exhibits Showcase” featuring physical and online exhibits submitted by BAS members.
 - A snack break was sponsored by Motorola Solutions, Nationwide Insurance and Wells Fargo.
 - A dinner social at Tommie’s Wine Bar, organized by Steve Hausfeld, followed the Colloquium.
 - Scott thanked members for running for election to the BAS Steering Committee. The slate had two candidates for each position.
 - Scott thanked the Steering Committee for their support during the year.
 - Scott noted that Audrey Newcomer, Archdiocese of St. Louis, will posthumously receive the Sister M. Claude Lane, O.P., Memorial Award, and invited BAS members to attend the SAA awards ceremony.

Elisabeth Kaplan, the section’s SAA council liaison, reported on SAA Council activities of interest to BAS. The council is preparing a new strategic plan. Member comments are welcome. One of the goals emphasizes advocacy for archives. SAA will have a new Advocacy & Public Policy committee. The Annual Meeting Task Force is soliciting and implementing changes to the annual meeting. The council has accepted 11 recommendations from the Communications Task Force to improve communications to and among SAA members.

Becky Haglund-Tousey, Mondelez International, reported on the International Council on Archives (ICA) / Section for Business and Labour Archives (SBL). SBL promotes business archives and foster communications among business archivists across countries and regions. The next SBL annual one-day symposium is in London in April 2014. SBL has a new reduced membership fee of 30 Euros. Becky encouraged BAS members to join.

Ted Ryan, Coca-Cola, is on the program committee for the 2014 SAA Annual Meeting, “Ensuring Access.” He reported on changes in the session proposal process and invited BAS members to submit proposals. A person’s name can only appear on one program submission. The submission deadline is September 30. Sections can endorse up to two proposals by October 11.

Scott presided over an open member forum. Attendees raised the following issues:

- Scott requested members login and update their profiles in the SAA online directory.
- Greg Hunter, American Archivist editor, called for member participation. He noted that Jennifer McDaid has joined the editorial board. The next issue has an article by Mark Greene that includes a section positive to business archives.
- Elden Wiebe, Kings College, Canada, reported on research he is conducting regarding what business archives do in relation to corporations and their positioning for competitive advantage. He has obtained funding to expand the study internationally. If BAS members would like to participate they should contact him.
- Eric Chin encouraged members to post to and like the section’s social media sites.

- Becky Tousey raised the possibility of investigating what students in graduate programs learn about business archives. Discussion followed regarding outreach to graduate students and programs, ensuring business archivists are represented on career panels, and offering internships in business archives.

Jamal Booker, Coca-Cola Archives, jamal@coca-cola.com, presented *Succession Planning: Attracting the Next Generation of Business Archivists*. Jamal and Coca-Cola have been involved for two years with a program funded by The Andrew W. Mellon Foundation to encourage students at three historically black colleges in Atlanta to enter library and archives professions. Jamal identified next steps including clearly identifying the need; expanding the Recruiting Tomorrow's Library Leaders program; exploring BAS' role in marketing the profession; and involving the SAA Career Development Subcommittee. Interested members may contact Jamal.

More discussion on recruiting new business archivists followed.

Scott welcomed incoming BAS Steering Committee Chair Steve Hausfeld. Steve thanked Scott for his service, and recognized outgoing committee members Aubrey Carrier, Nikki Thaxton, Sue Topp and Sue Watson.

Steve announced the newly elected BAS Steering Committee for 2013-2014:

| | |
|--------------------------|--|
| Vice Chair/Chair Elect | Jamal Booker, Archivist, Coca-Cola |
| Secretary | Jamie Martin, Sr. Corporate Archivist/Historian, Target |
| Vice Editor/Editor Elect | Greg McCoy, Senior Archivist, P&G |
| Member at Large | Jacqueline Reed Wachholz, Director John W. Hartman Center for Sales, Advertising, and Marketing History, Duke University |

These new members join Steve, along with Eric Chin as content editor, and Scott Grimwood as past chair.

Steve expressed his concerns about the status of young people entering the archives profession and referenced SAA President Jackie Dooley's plenary session remarks on a similar topic. Steve also emphasized the need for BAS to seek commonalities between sections and to work on collaborative program proposals.

Jackie Wachholz asked attendees if anyone is interested in participating in a session proposal exploring whether the more processing, less process method works for business archives.

The meeting adjourned at 2:16 p.m.

College and University Archives Section (Liaison: Zanish-Belcher)

Officers:

| | | | | |
|--------------|------------------|---------------------------------|----------------------------------|------------------------|
| Vagts | Rachel | Chair | 8/17/2013 - 8/16/2014 | Luther College |
| Zamon | Christina | Vice Chair / Chair-Elect | 8/17/2013 - 8/16/2014 | Emerson College |

| | | | | |
|-----------------------|------------------|---------------------------------------|------------------------------|--|
| Donovan | Kate | Steering Committee Member | 8/27/2011 - 8/16/2014 | New York University |
| Goldman | Rebecca | Steering Committee Member | 8/17/2013 - 8/15/2016 | La Salle University |
| Hartwig | Daniel | Steering Committee Member | 8/27/2011 - 8/16/2014 | Stanford University |
| Nash | Katie | Steering Committee Member | 8/27/2011 - 8/16/2014 | Elon University |
| Sommer | Tom | Steering Committee Member | 8/11/2012 - 8/15/2015 | University of Nevada, Las Vegas |
| Steele | Jordon | Steering Committee Member | 8/17/2013 - 8/15/2016 | Johns Hopkins University |
| Stefko | Katherine | Steering Committee Member | 8/11/2012 - 8/15/2015 | Duke University |
| Webber | James | Steering Committee Member | 8/27/2011 - 8/16/2014 | Bates College |
| Sweetser | Michelle | Ex Officio (Newsletter Editor) | 8/27/2011 - | Marquette University |
| Zachary | Claude | Ex Officio (Web Liaison) | 8/7/2004 - | University of Southern California |
| Zanish-Belcher | Tanya | Council Liaison | 8/11/2012 - 8/15/2015 | Wake Forest University |

Report from annual meeting:

- Number of attendees: 80
- Election results: Christina Zamon was elected vice chair/chair elect. Rebecca Goldman and Jordon Steele were elected to the steering committee. The nominating committee was chaired by out-going steering committee member Ellen Engseth with assistance from Bergis Jules.
- Summary of meeting activities:
(or attach minutes or newsletter accounts)

The annual meeting began with a short business meeting to announce the results of the election and to share announcements. For the substance of the meeting we met in small groups to discuss emerging issues in academic archives. Topics, as suggested by those in attendance, included:

- Institutional and digital repositories
- Working with IT
- Why do we need University Archivists?
- Records Management
- Mentorship for those who are engaging in scholarship and publishing
- Making a case for more staffing
- Collecting faculty papers

We split the time in half so that everyone could participate in two discussions. The groups were facilitated by the section officers.

Completed projects/activities: [none submitted]

Ongoing projects/activities:

NEWSLETTER/WEBSITE

The Newsletter, edited by Michelle Sweetser, continues to be an active engagement tool for the section. Two issues were produced this year and were published via the section's website by our webmaster, Claude Zachary. We are very appreciative of their on-going work with the section.

BEST PRACTICES

Completing the revision of the section's Best Practices document. This is under review by the Standards Committee and will be forwarded to Council in 2014. This is a left over item from the 2012 annual meeting.

New projects/activities: The steering committee intends to hold quarterly conference calls to work on an agenda of issues for the section. We are looking at the notes from the annual meeting to pull out issues of concerns and opportunities for the section to take leadership on issues.

Examples include looking at records management programs and opportunities, digital repositories, advocating for the role of university archivist and others.

One particular issue that emerged was looking at mentorship of C&U archivists, particularly in the area of publishing, which many of members of the section must do in order to be successful during the tenure and promotion process.

2010-2013 Strategic Priority – Technology Initiatives: [none submitted]

2010-2013 Strategic Priority – Diversity Initiatives: [none submitted]

2010-2013 Strategic Priority – Advocacy/Public Awareness Initiatives: Section may look at ways that we can create additional awareness of both the role of the college and university archivist as well as the need for records management planning for institutions.

Initiatives associated with the new 2013-2018 Strategic Plan: Our advocacy initiative will align with Goal 1: Advocating for Archivists and Archives. Our mentorship initiative will align with Goal 2: Enhancing Professional Development. Our best practices initiative will align with Goal 3: Advancing the Field.

Questions/concerns for Council attention: We will most likely be bringing forward our Best Practices document this year.

Description Section (Liaison: Landis)

Officers:

- Kira Dietz (Chair) 2013-2014
- J. Gordon Daines (Vice Chair) 2013-2014
- Patricia Retting (Secretary) 2012-2014
- Jennifer Meehan (Immediate Past Chair) 2013-2014
- Elizabeth Nielsen (Web Liaison) 2011-2014
- Olga Virakhovskaya (Newsletter editor) 2011-2014
- Jaime Margalotti (Steering Committee) 2012-2014
- Audra Eagle Yun (Steering Committee) 2013-2015
- Bill Landis (Council Liaison) 2011-2014

Report from annual meeting:

- Number of attendees:
- Election results:
 - J. Gordon Daines, Vice Chair/Chair-Elect
 - Audra Eagle Yun, Steering Committee
- Summary of meeting activities: See minutes available at:
<http://www2.archivists.org/sites/all/files/SAAdescriptionminutes2013Aug.pdf>

Completed projects/activities:

- The 2013 Description Expo was prepared by Kira Dietz:
<http://www2.archivists.org/groups/description-section/2013-description-expo>. Five projects were included in this year's expo.
- The section reviewed and endorsed proposals for the SAA 2013 annual meeting.
- The section published two issues of the newsletter *Descriptive Notes*:
 - Winter 2013: <http://www2.archivists.org/sites/all/files/Winter%202013.pdf>
 - Summer 2013: <http://www2.archivists.org/sites/all/files/Summer2013.pdf>

Ongoing projects/activities: [none submitted]

New projects/activities: [none submitted]

2010-2013 Strategic Priority – Technology Initiatives: [none submitted]

2010-2013 Strategic Priority – Diversity Initiatives: [none submitted]

2010-2013 Strategic Priority – Advocacy/Public Awareness Initiatives: [none submitted]

Initiatives associated with the new 2013-2018 Strategic Plan: [none submitted]

Questions/concerns for Council attention: [none submitted]

Electronic Records Section (Liaison: Theimer/Pyatt)

Officers:

Nathaniel Wilson (Chair) 2013-2014

Martin Gengenbach (Vice Chair / Chair-Elect) 2013-2014
Samuel Meister (Web Liaison) 2012-
Seth Shaw (Immediate Past Chair) 2013-2014
Kelly Eubank (Steering Committee Member) 2011-2014
Riccardo Ferrante (Steering Committee Member) 2013-2016
Cynthia Ghering (Steering Committee Member) 2011-2014
Wendy Hagenmaier (Steering Committee Member) 2013-2016
Mark Matienzo (Steering Committee Member) 2012-2015
Erik Moore (Steering Committee Member) 2013-2016
Lynda Schmitz Fuhrig (Steering Committee Member) 2012-2015
Timothy Pyatt (Council Liaison) 2013-2016

Report from annual meeting:

- Number of attendees: 82
- Election results:

Elections were held online and candidates can be found at:

<http://www2.archivists.org/groups/electronic-records-section/ers-2013-election-information>

The winners were:

Martin Gengenbach (Vice Chair / Chair-Elect)
Wendy Hagenmaier (Steering Committee Member)
Erik Moore (Steering Committee Member)

- Summary of meeting activities:

ERS 2013 Annual Meeting

Welcome, Announcements and Election Results (Seth Shaw, Chair)

Message from the Council liaison (Tim Pyatt)

NARA call for input and ideas (Meg Phillips)

Unconference

Topic pitches included:

- Dan Noonan: Evolution of email records management
- Nat Wilson: Triage for digital preservation: Decision making in light of limited resources.
- Tammi: How do archivists overcome technobabble and learn how to communicate with IT specialists within the library.
- Danielle Emerling: Setting up that e-records work station: let's compare and discuss e-records workflows and tools for manuscript repositories.
- Ricky Erway: Based on the uptake of the Demystifying Born Digital reports from the OCLC Research Library Partnership, let's discuss what needs doing next. What would help you to get your born-digital content under control? What are the barriers you are facing?
- Francis: Support for Electronic Records Management Awareness Project.

Members gathered into topic groups and discussed for 45 min.

Groups reported back to the entire section at the end of our meeting on the following topics:

The need for reporting on international archives conferences to SAA.

Case studies as examples of applied management of electronic records.

ERS creating and managing a bibliography for electronic records archiving.

Completed projects/activities: The Electronic Records Section (ERS) and the Metadata Digital Object Roundtable (MDOR) surveyed our respective members in May of 2013 on the following areas:

1. What do the members of ERS and MDOR expect to get out of their membership in each group.

2. Which group, ERS or MDOR, should take the lead in giving guidance on standards, best practices, software systems, techniques and tools in following areas:
 - Electronic records management for institutional records
 - Digital special collections
 - Digital documentation and metadata
 - Web archiving
 - Digital curation
3. Demographic information about the participant such as which of the 2 groups they belong to and what their role is in their organization.

This survey was in response to MDOR's steering committee discussion about petitioning to become a section in their 2012-2013 roundtable plan. Their motion prompted many members of both ERS and MDOR to ask where the groups overlaps and what distinct resources or opportunities each group could offer to its members.

Unfortunately, the ERS steering committee did not get a chance to discuss the results before the annual meeting.

Ongoing projects/activities: The ERS steering committee has met once since the 2013 Annual Meeting to discuss the survey results mentioned above, and will continue the discussion over the next year. We hope to use this opportunity to refocus:

1. ERS's purpose.
2. The scope of ERS's work.
3. The relationship between ERS and the various special interest groups in SAA dealing with focused aspects of electronic records.
4. The future of ERS in light of the fact that electronic records now permeate most areas of the archival and special collections professions.

This discussion also generated a potential new project in the creation or revival of an online communication tool (potentially a blog) that the ERS can use to communicate with ERS members and the wider archival community.

New projects/activities:

- Though still in early development, the Electronic Records Section blog may become a significant activity for the ERS. Steering committee members have discussed a number of possible uses for the blog, including an electronic records management/digital preservation content aggregator
- Posts and new content by invited and volunteer authors, including case studies or conference summaries
- Guides and recommendations on ERS-identified topics
- Opportunities to cultivate more formal publication activities

2010-2013 Strategic Priority – Technology Initiatives: Nothing to report

2010-2013 Strategic Priority – Diversity Initiatives: Nothing to report

2010-2013 Strategic Priority – Advocacy/Public Awareness Initiatives: Nothing to report

Initiatives associated with the new 2013-2018 Strategic Plan: The ERS blog would fulfill three goals articulated in the 2013-2018 strategic plan:

- Goal 2: It will enhance professional growth by providing information on electronic records management and digital preservation via technologically current methods

- Goal 3: It will advance the field by fostering and contributing to ongoing conversations in the field, and by introducing new opportunities for collaboration
- Goal 4: It will meet members' needs by facilitating communication and creating opportunities for participation and expanded leadership

Questions/concerns for Council attention: [none submitted]

Respectfully submitted: Nat Wilson, Chair, Electronic Records Section.
Martin Gengenbach, Vice Chair/Chair Elect, Electronic Records Section.

Government Records Section (Liaison: Theimer/Smith)

Officers:

- Dave Evans (Chair) Term: 2013-2014
- Dennis Riley (Vice Chair) Term: 2014-2015

Report from annual meeting:

Number of attendees: approx 50.

Election results:

Federal/National Representative: Dennis Riley (Vice-Chair)

State/Provincial Representative: Sarah Grimm

Local Representative: John Slate

Summary of meeting activities: The first part of the meeting was devoted to announcements of Section election results, then announcements from 2014 Program Committee, the SAA Council liaisons and COSA/SERI.

There was then discussion of the necessity to change and simplify the by-laws relating to the election of the steering committee. There was consensus that the present structure mandated by the by-laws could be simplified. Dennis Riley volunteered to review and re-draft section by-laws so as to conform to the wishes expressed in the meeting for a simplified and more workable steering committee structure. This has subsequently been completed and now is available for review by members on the SAA section web page.

The remainder of the meeting was devoted to discussing the Local Archival Government Repositories project. Much of the discussion centered on the difficulties of creating a comprehensive directory of local government records. It was stated that the purpose of the project was not to create a comprehensive directory but rather to create a population base of contacts significant enough to make a survey of these institutions meaningful.

It was also stated in the meeting that as the newsletter was defunct the Facebook page and the section page on the SAA website would serve the functions of newsletter. Dennis Riley volunteered to revamp the website for the section.

Completed projects/activities: Completion of Section Facebook page

Ongoing projects/activities: Develop Section "website." Compilation of comprehensive directory of local government archives (joint project with the Local Government Roundtable).

New projects/activities: Re-drafting of section by-laws

Strategic Priority - Technology initiatives: Develop more use of social media and the website to engage members

Strategic Priority - Diversity initiatives: None at this time.

Strategic Priority - Advocacy/Public Awareness initiatives: None at this time.

Questions/concerns for Council attention: None at this time.

Manuscript Repositories Section (Liaison: Landis)

Date: November 15, 2013

Name of Section/Roundtable: Manuscript Repositories Section

Officers:

- Tara Laver (Chair) 8/11/2012-8/15/2015
- Elizabeth Wilkinson (Vice Chair) 8/16/2013-8/18/2016
- Chris Burns (Immediate Past Chair) 8/27/2011-8/16/2014
- Kate Colligan (Steering Committee) 8/11/2012-8/16/2014
- Mario Ramirez (Steering Committee) 8/11/2012-8/16/2014
- Florence Turcotte (Steering Committee) 8/11/2012-8/16/2014
- R. Joseph Anderson (Steering Committee) 8/16/2013-8/15/2015
- Cheryl Oestreicher (Steering Committee) 8/16/2013-8/15/2015
- Laura Starratt (Steering Committee) 8/16/2013-8/15/2015

Report from annual meeting:

Number of attendees: approx. 80

Election results: Elizabeth Wilkinson: Vice Chair/Chair Elect

R. Joseph Anderson, Cheryl Oestreicher, Laura Starratt: Steering Committee

Summary of meeting activities:

August 16, 2013

New Orleans, LA

Welcome and Introductions Section Chair Chris Burns opened the meeting by welcoming members and introducing the 2012-2013 steering committee, including the following: Tara Laver, Vice Chair/Chair-Elect; Elizabeth Russey Roke, Immediate Past Chair; members Melissa Watterworth Batt, Kate Colligan, Jackie Dean, Mario Ramirez, Florence Turcotte, and Elizabeth Wilkinson; and Laura Carroll, Web Liaison. He recognized outgoing members Roke, Batt, Wilkinson, and Dean and thanked them for their service.

Burns gave a quick overview of the year's activities including the Jump In initiative (covered more fully below), completion of the donor brochure revision project (a joint initiative by the Electronic Records, Acquisition and Appraisal, and the Manuscript Repositories sections, which was represented on the committee by Ellen Doon, Liz Wilkinson and Jackie Doon; covered more fully below), and ongoing conversations about the role the section should play in the area of literary archives (supported by the later break-out session).

Nominating Committee Nominations Committee Chair and Immediate Past-Chair Elizabeth Russey Roke thanked the slate of candidates, reported the fairly low voter turnout of 20%, and announced the new members of the steering committee: Elizabeth Wilkinson (Purdue), vice-chair, chair elect, and members R. Joe Anderson (American Institute of Physics), Cheryl Oestreicher (Boise State University), and Laura Starratt (Emory University). She concluded by encouraging everyone to run and to vote.

Brochure Revision Project Ellen Doon gave an update on the work of the Brochure Revision committee. Through a joint project of the Electronic Records, Acquisition and Appraisal, and Manuscript Repositories sections and chaired by Doon, the three brochures published by SAA, “Deeds of Gift,” “Donating Your Personal or Family Papers,” and “Donating Your Organizational Records” were revised. The publications had been written in the 1990s and needed to be updated. The group’s goals were to include language that accounted for electronic records and terminology more compliant with DACS, and to invoke a friendlier tone. The revised brochures are available in the SAA Bookstore onsite and by order. A Spanish version will be published later this year. Doon thanked the committee

Report from Council Bill Landis, SAA Council Liaison, focused on two main points:

1. Council is in the process of writing a charge for a new standing committee on advocacy and public policy. The new group will have a broader scope than the current Government Affairs Working Group. Council has high expectations of the committee because advocacy is a focus of the strategic plan. Look for a call for volunteers in September or October.
2. Council is also in the process of finalizing a draft of a strategic plan for the organization. It will include action items to be worked on by SAA and the component groups (committees, sections, roundtables, etc.). In general Council is looking for component groups to become more active. It will be finalized after the comment period, which is in process. In relation to the strategic plan, Landis encouraged the section to think about what action items dovetail with the section’s 4 interests and to consider what the section can do. In addition, he asked that we let him know if we have ideas not reflected in the plan.

He concluded by complimenting the section for initiating the Jump In initiative, especially Chair Chris Burns for his leadership. Landis has used it as an example in Council of what component groups can do to meet the needs of members. He encouraged the section to think about how to work with other groups to continue and expand the project.

RBMS (Matthew Beacom, SAA Representative to the ACRL/ALA Liaison Committee)

- Reported that SAA Council has formally endorsed the [ACRL/RBMS guidelines](#) for interlibrary loan of special collections materials.
- The [RBMS Joint Taskforce on Metrics and Assessment](#) has sent its recommendations to SAA Council.
- The “Descriptive Cataloging of Rare Materials” (DCRM) suite will be available for free online once finalized. A draft has been completed and there will be a hearing at ALA Mid-winter to provide feedback.
- SAA has representation on ALA’s Committee on Cataloging: Description and Access, the group that authored and maintains RDA.
- The 2014 RBMS Preconference will be in Las Vegas, June 24-27. The program’s focus will be on the obligation of collecting institutions when documenting living cultures, metadata, the impact of RDA, engagement with linked data, mentoring, and integrating primary sources in education.

OCLC Research (Ricky Erway) Current projects include ArchiveGrid, interlibrary loan and special collections, building links with Wikipedia, updating the 2010 survey of Special Collections, [Taking Our Pulse: The OCLC Research Survey of Special Collections](#), in relation to a similar survey done in the UK

and Ireland, linked data, and demystifying born digital records. In the latter category, a new report [Walk This Way: Detailed Steps for Transferring Born-Digital Content from Media You Can Read In-house](#) is now available. It is a follow up to the 2012 report [You've Got to Walk Before You Can Run: First Steps for Managing Born-Digital Content Received on Physical Media](#), which figured prominently in the section's Jump In initiative.

Section Program Burns introduced the program with a brief overview of the Jump In Project. He reminded members that we had lightning rounds last year during the section meeting on acquisition and appraisal of electronic records, and that the 2012 meeting roughly coincided with the publication of Ricky Erway's "You've Got to Walk Before You Can Run: First Steps for Managing Born-Digital Content Received on Physical Media." "Jump In" invited archivists to use Erway's report as a guide to survey a collection or collections in their repositories for computer media and submit a short report about their results. Twenty-three repositories ultimately participated, including colleges and universities of all sizes and types, religious and corporate archives, a presidential library, and an archive at a 5 private K-12 school. Their reports are available on the section website at <http://www2.archivists.org/groups/manuscript-repositories-section/jump-in-initiative-2013-results>.

The Jump In project aimed to provide incentive for archivists to begin to take first steps to deal with digital content in their collections, and it did this through offering a raffle for free registration for a DAS course and SAA publications. He thanked Nancy Beaumont, Bill Landis, Carlos Salgado, Rene Mueller, and Teresa Brinati for their assistance in securing those prizes and helping with publicity. Through Jump In, we also sought to build a community of those just starting the process. To that end, we started a list-serve for those who participated and are having this panel here today to provide a forum for discussion and feedback. To make it fun, at the meeting this year we are offering badge ribbons, gummy frog candy, and frog-themed Mardi Gras beads. He then called on participants to stand up and be recognized and be presented with their beads, while Van Halen's "Jump" played in the background.

Burns then introduced Ricky Erway, moderator of the panel, and the panelists (listed above). Their presentations were followed by an active question and answer session. Some discussion continued in a breakout session focused on the topic. Attendees also had the option of participating in a breakout group on literary manuscripts.

Submitted by Tara Laver

Completed projects/activities:

Newsletters

Published three issues on the section Web site, and publicized them on the Archives and section listservs.

Annual Meeting

Presented a program on the Jump In initiative.

Jump-in

Introduced a new initiative, Jump In, to encourage archivists and their institutions to take their first steps toward managing born-digital content. The Jump In initiative had twenty-three participating institutions last year and culminated with an excellent panel discussion at the annual meeting, moderated by Ricky Erway from OCLC and featuring five Jump In panelists and some great audience discussion. Ricky Erway posted this [summary](#) of the panel on the OCLC Research Hanging Together blog. I also would like to call attention to a paper written by a recent UNC SILS graduate, Courtney Bailey - [Bridging the Gap: Handling Born-Digital Records in Manuscript Repositories](#). Courtney interviewed seven Jump In participants as part of her research into institutions who were beginning to work with born-digital records

Brochure Revision Project

Through a joint project of the Electronic Records, Acquisition and Appraisal, and Manuscript Repositories sections and chaired by Doon, the three brochures published by SAA, "Deeds of Gift," "Donating Your Personal or Family Papers," and "Donating Your Organizational Records" were revised. The publications had been written in the 1990s and needed to be updated. The group's goals were to include language that accounted for electronic records and terminology more compliant with DACS, and to invoke a friendlier tone. The revised brochures are available in the SAA Bookstore onsite and by order. A Spanish version will be published later this year.

Ongoing projects/activities: *Session Endorsements* We reviewed fourteen session proposals and voted to endorse two:

1. Archival Approaches to Increasing Access to AV Media in Manuscript Collections
2. On Digital Archives: Lessons from the Susan Sontag Archive

New projects/activities: *Jump In Two/Too initiative* Building on last year's success, we are running the Jump In initiative for a second year. The terms and requirements are much the same in this iteration. Pledging to participate and submitting your survey and a short report about your experience will enter you into a raffle to win tuition to a one-day SAA Digital Archives Specialist (DAS) course (\$185 value), provided again with the generous support of SAA and Nancy Beaumont. Selected contributors will also be invited to present their experiences in a lightning-round format panel at the Section's business meeting at the 2014 annual meeting in Washington D.C. Those who pledge to complete the project will have access to a list-serv of others participating for additional support. Further information can be found on the Manuscript Repositories website:

<http://www2.archivists.org/groups/manuscript-repositories-section/jump-in-tootwo>.

2010-2013 Strategic Priority - Technology initiatives: Our "Jump In" initiative to encourage archivists and their institutions to begin managing born-digital records meets the goals of this priority.

2010-2013 Strategic Priority - Diversity initiatives: We plan to seek a diverse slate of candidates for this summer's section elections.

2010-2013 Strategic Priority - Advocacy/Public Awareness initiatives: SAA Brochure Revision project updated three brochures that are used in explaining to members of the general public what an archives is, why you should consider transferring records to an archives, and what some of the issues with doing so are.

Initiatives associated with the new 2013-2018 Strategic Plan: Our Jump In initiative, the main activity of the Section from 2012-2014, supports the career development of archivists; advances the field by increasing the number of archivists who can speak to their experience working with born-digital records; meets the members needs by building a program designed to support their work; and also gives members another way to participate in the organization.

Questions/concerns for Council attention: [none submitted]

Museum Archives Section (Liaison: Huth)

Date: November 15, 2013

Name of Section/Roundtable: Museum Archives Section

Officers:

Katy Rawdon, Chair

Jennie Thomas, Vice Chair/Co-Chair Elect, Rock and Roll Hall of Fame and Museum

Heidi Abbey, Vice Chair/Co-Chair Elect, The Pennsylvania State University

Adrianna Del Collo, Newsletter Editor, Metropolitan Museum of Art

Chatalbash, Rachel, Secretary, Yale Center for British Art

Wronkiewicz, Supriya, Web Liaison, Museum of Performance and Design

Report from annual meeting:

- Number of attendees: approximately 100
- Election results:
Vice Chair/Chair Elect: Lorraine Stuart, Archives Director, Museum of Fine Arts, Houston;
Editor: Madeleine Thompson, Librarian and Archivist, Wildlife Conservation Society;
Recording Secretary: Rachel Chatalbash, Senior Archivist, Yale Center for British Art.
- Summary of meeting activities: Minutes for the 2013 annual meeting are attached. Highlights included minor but important changes to the Section bylaws, a brainstorming session for session ideas for the 2013 SAA conference, and break-out discussion groups to talk about the future of the Standards and Best Practices Working Group. A discussion was held regarding possible section representation on the ALA/SAA/AAM Committee on Archives, Libraries and Museums (CALM); however, section member Sarah Demb informed the membership that as a member of both CALM and the Museum Archives Section, she is willing to represent us.

Completed projects/activities: The Museum Archives Section Standards and Best Practices Working Group spent the last two years gathering examples of best practices according to categories defined by the [Museum Archives Guidelines](#). This online collection of best practices is also available through this link on the Museum Archives Section [website](#) and through the SAA [Standards Portal](#). During the 2012-2013 year, the Working Group further improved the online resource. It created a survey that was sent to all Section members in order to determine future collection priorities. Section members were most interested in seeing additional access policies and procedures added to our online resource, including but not limited to duplication, publication, social media, and confidentiality/restriction policies.

Ongoing projects/activities: Best Practices Working Group members continued to collect and expand the examples available in each content section of the online best practices collection.

The [Museum Archivist](#) newsletter, available online through the Museum Archives Section website, continues to regularly publish information and news about the section, its members, and their repositories. This newsletter is read by a broad constituency, including readers who are not section members.

New projects/activities: In the coming year, the Working Group will begin compiling an electronic records resource guide. The Working Group is compiling references and links to existing electronic records guidelines and best practices in the following categories: acquisition or transfer of electronic records; migration from old media; storage; digital preservation systems, arrangement and description; and access. The Working Group is also developing a series of mini-case studies collected through interviews with museum archivists. The finished online resource guide will demonstrate trends and common strategies employed by museum archivists as well as potential tools and procedures for exploration.

As part of the electronic records resource guide initiative the Working Group is assisting various members of the section with the organization of a Museum Archives Section electronic records symposium to be held in conjunction with the SAA annual meeting in 2014.

In an effort to better understand the diverse and ever-evolving professional development needs of MAS members, the Section will develop an online survey in the Spring of 2014. Particular emphasis will

be placed upon learning how MAS members may more readily network and communicate with each other outside of the annual meeting as well as identify future strategic initiatives for the Section.

The Section is also investigating the development of a MAS logo which could be used in both print- and web-based marketing tools.

2010-2013 Strategic Priority – Technology Initiatives: The Working Group's efforts to compile best practices into an electronically available form, and to compile electronic records guideless, align with the technology initiatives strategic priority.

The Section is also looking into streaming future annual meetings online. Due to the nature of museum archives, often struggling with staffing and resource shortages, a large portion of our 1,050 section members rarely if ever attend the annual meeting in person. Inspired by the efforts of the Archivists Toolkit/Archon Roundtable to stream their 2013 meeting, the Museum Archives Section hopes to use this technology to be more inclusive to its membership.

2010-2013 Strategic Priority – Diversity Initiatives: The section has no specifically diversity-related initiatives; however, discussion at the annual meeting included the topic of the diversity (particularly geographic and institutional) of the section, and the need to serve that diverse membership through access to the annual meeting, and programs that include topics about and archivists from museums other than art museums.

2010-2013 Strategic Priority – Advocacy/Public Awareness Initiatives: The new project of creating a section logo aligns with this strategic priority.

Initiatives associated with the new 2013-2018 Strategic Plan: The Museum Archives Section is particularly concerned with Strategic Plan Goal 4, meeting members' needs. As a large and diverse section with relatively poor turnout at annual meetings, we are seeking to find new and innovative ways to connect with all section members – through online streaming of meetings, session proposals of interest to our diverse membership, and surveying the membership to assess needs. As a section whose membership largely does not consist of those employed by large, academic institutions, we believe that we are particularly able to address these issues – and possibly serve as a model for SAA. The upcoming online member survey aligns with Goals 2 and 4.

Questions/concerns for Council attention: The MAS steering committee does not have any questions or concerns at this point, but will be in touch with our Council Liaison, Geof Huth, as needed.

**Annual Meeting Minutes – Museum Archives Section
Society of American Archivists Annual Conference
Friday, August 16, 2013, 12:30pm - 2:30pm
Hilton Riverside, New Orleans, Louisiana**

Greetings and introduction, Katy Rawdon, Museum Archives Section Chair
Ballot results and new officer introductions, Katy Rawdon

- Ballot results announced: Rachel Chatalbash, Recording Secretary; Madeleine Thompson, Newsletter Editor; Lorraine Stuart, Vice Chair/Chair-Elect.
- The incoming Co-Chairs were introduced: Heidi Abbey and Jennie Thomas.
- Heidi Abbey and Jennie Thomas shared ideas for the coming year: increasing participation of the members; live streaming of the 2014 Museum Archives Section business meeting; conducting a survey of the membership; branding activities, including the development of a logo; investigation of having an official representative from our section represented on the Committee of Libraries, Archives and Museums (CALM); possibility of a symposium before next year's Annual Conference in DC.

Newsletter and listserv updates, Katy Rawdon

- Please see the Museum Archives Section website for the summer issue of the newsletter.
- From Adrianna Slaughter: conveyed thanks to Section members for their contributions.

SAA Council update, Geof Huth, SAA Council Member

- Actions:
 - Discussed Council's revision of the Standards committee procedures, including releasing standards digitally.
 - Taronda Spencer passed away this year; she was recognized for her outstanding contributions to the profession.
 - Council adopted principles and priorities for improving the SAA Annual Meeting.
 - Council pledged to revisit the 1991 resolution on the characteristics of the host city.
 - Council disbanded the Communications Task Force with thanks; Council accepted the Task Force's recommendations; the next stage is implementation.
 - International Council on Archives: SAA will be focusing its relationship with ICA through the Section of Professional Associations.
 - Council has created an Advocacy and Public Policy Committee to replace the Government Affairs Working Group; a charge will be drafted by September 1, 2013.
 - Council plans to revise and expand the Glossary Working Group charge.

OCLC Research update, Jackie Dooley, Program Officer, OCLC Research

- Last year there was a program about born-digital where we talked about implementation of born-digital in museum archives; Jackie shared a document on first steps to digital archives.
- OCLC has since published 35 pages with more detail: processes, accepted tools, and further resources. Copies are available today.
- Jackie Dooley also mentioned ArchiveGrid.

Bylaws and voting discussion, Jennie Thomas, Chair-Elect

Four changes to the Bylaws were proposed, as follows:

1. It is proposed to change Article 4 of the Bylaws as detailed below in order to officially include the Web Liaison as an officer on the Museum Archives Section Steering Committee. According to the current Bylaws, the Section's Steering Committee officers currently consist of a Chair, Chair-elect, Recording Secretary, and an Editor. While the position of Web Liaison has existed within the Section for several years, the Web Liaison is not, according to the Bylaws, an official member of the Steering Committee. However, the Web Liaison has consistently acted in an unofficial capacity as a Steering Committee member, participating in all Steering Committee discussions both via email and in person. The effect of this change will be that the Web Liaison will become an elected officer position (reelection allowed indefinitely) that will only be open to Section members.
2. It is proposed to officially change the officer title of Editor to Newsletter Editor, as it is commonly used.
3. It is proposed to change 4. E. 3., to reflect the current practice of posting Section meeting minutes to the web site, rather than posting an official summary or minutes in full in the newsletter.
4. It is proposed to change 8.B.1 to allow for online voting on bylaws changes in the same manner as online elections are held via SAA, as an alternative to in-person voting at the annual Section meeting. In-person voting will still be allowed, where appropriate as decided by the Section Officers. The same notification procedure detailed in Article 8 will continue to be required.

Each change to the bylaws was individually brought to the floor by Jennie Thomas, discussion was called for (there was no discussion regarding any of the ballot items), and each was unanimously approved by vote.

2014 conference session discussion, Heidi Abbey, Chair-Elect

- The deadline for submitting a session proposal for the 2014 Conference is September 30, 2013.
- There are some new formats to consider (see the SAA conference program or the SAA website for an overview).
- Ideas:
 - Deborah Wythe, Brooklyn Museum: proposed a session on electronic records efforts (perhaps as a fishbowl session or perhaps as a lightning round); it would be good to find out what kind of progress is being made with electronic records since our last session on the topic, which was last year.
 - Brianna Barnard, Lauren Rogers Museum of Art: interested in discussing about ways to market and get funding for your archives (not the museum but the archives); Jonathan Lill, MoMA followed up: interested in discussing intra-institution competition for resources.
 - Nicole Blechynden, University of Colorado Boulder: interested in discussing combined museum/archives storage facilities or other collaborative storage and resource ventures.
 - Brad Bauer, US Holocaust Memorial Museum: proposed that museum registrars and archivists have a dialogue about description.
 - Jessie de la Cruz, Clyfford Still Museum: proposed a session on developing a single system to express archival systems and art collections.
 - Francine Snyder, Solomon R. Guggenheim Museum: proposed that it would be possible to combine many of these session topics into one session since collaboration seems to be a uniting element.
 - Tamara Gaydos, Peabody Essex Museum: further discussed interest in a session on data unity; there is a need to see archives, libraries, and museums together.
 - Matt Herbison, Drexel University, College of Medicine: proposed a session on archives and education; more archives are trying to reach out to high school and primary school audiences. Since museum educators have been doing this for a long time, it might be interesting to incorporate their perspective.
 - Jackie Dooley: reported that CALM will be focusing on education this year; Sarah Demb, Museum of London and CALM member, followed up: the theme CALM was discussing at the meeting focused on educating archivists (slightly different than outreach to K-12 audiences).

Museum Archives Section Working Group update and discussion, Rachel Chatalbash, Working Group Lead

- Rachel Chatalbash provided an overview of the work that the Working Group completed this year. The web page content, consisting of sample best practices, forms, and policies, available on the Museum Archives Section website, was expanded and diversified. Examples were demonstrated.
- The Section then broke out into four groups to discuss the Working Group's project and potential future directions for the group. The groups were led by Working Group members Ryan Evans, Brian Wilson, Susan Miller, and Melissa Bowling and Jennifer Whitlock.
- The Working Group members reported back to membership about their group discussions:
 - Melissa Bowling: there was a general consensus that the documents that were collected were good. It might be possible to expand the resource to focus on electronic records. The group discussed communication; it would be beneficial to have a more formal forum

- to discuss what kinds of projects and policies Section members are working on. In terms of next project, the Working Group could work on the proposed symposium. Ongoing communication about the working group's progress could be improved.
- Ryan Evans: the group would like to see some evaluation of the document examples that are posted online as well as identification of key components of each document type. This group was also interested in seeing electronic records further addressed. In terms of future projects, perhaps the Working Group could come up with development strategies, a list of funding services, ways to maintain donor relations, or provide examples of grant proposals.
 - Brian Wilson: we need more advocacy for the site and more reminders that it exists. In terms of adding new material, the group was interested in digital imaging standards and workflows as well as born-digital policies. It was also proposed that if there is no existing document and we want to populate that content section, the Working Group should create that document. In terms of future projects, there was discussion about creating a shared exhibition database with reference to an old RLG project.
 - Susan Miller: we need to publicize this resource better. The group also asked for help with electronic records. The group discussed the need for mini support groups for specific types of museums as well as an annotated membership directory where members can input what they do at their institution so people can communicate. The group suggested that it would be nice to have the time for one on one networking; perhaps we could have a speed-networking event or host a Google Hangout. The group believes that the Section should develop a Section Facebook page and Twitter account.
- Katy Rawdon led concluding discussions:
 - The question was raised: how will the Working Group move forward? Katy Rawdon stated that Rachel Chatalbash will prioritize work for this year and get the Working Group going. There will be a call for Working Group volunteers.
 - We need to emphasize the diversity of membership; we are all in agreement that we need to focus on museums other than art museums.
 - Section-wide communication improvement: perhaps the Working Group could assign a theme of the month and get the dialogue going around that issue.
 - The Section officers have been discussing how many of our members belong to small underfunded institutions and don't make it to SAA; a focus on how we can better serve members who can never come to SAA should always be a priority.

General announcements, Katy Rawdon

- Barbara Mathe, American Museum of Natural History: the museum has been able to hire two new staff members due to a CLIR Grant to develop EAC records.
- Carol Bartels, Historic New Orleans Collection: thanks Section leadership for having a true Section meeting.

Thanks were expressed to Katy Rawdon for her service to the Section.

Submitted by Rachel Chatalbash, Recording Secretary

Oral History Section (Liaison: Kaplan)

Officers:

- Cecilia L. Salvatore, Chair, 2013-2014

- Bertram Lyons, Vice Chair/Chair-Elect, 2013-2014
- Jennifer Eidson, Immediate Past Chair, 2013-2014
- Jules Bergis, Steering Committee, 2013-2015
- Jackie Couture, Steering Committee, 2012-2014
- Sarah-Jane Poindexter, Steering Committee, 2013-2014
- Rachel Telford, Steering Committee, 2012-2014
- Margaret Fraser, Newsletter Editor/Web Liaison, 2011-
- Berlin Loa, Oral History Project Co-Coordinator – Post-processing/Custodian of Interviews), 2013-2015
- Kristi Young, Oral History Project Co-Coordinator – Onsite, 2012-2014

Report from annual meeting:

- Number of attendees: 86
- Election results:
Bertram Lyons, Vice Chair/Chair-Elect
Jules Bergis, Steering Committee
Sarah-Jane Poindexter, Steering Committee
- Summary of meeting activities:
 1. Jen Eidson: Welcome remarks
 2. Jen Eidson: Highlights of section activities, specifically the Oral History Web Chat in Summer 2013 (see also “Completed projects/activities” below)
 3. Jen Eidson: Announcement of Election Results and Welcome to Vice Chair/Chair-Elect Bertram Lyons and Steering Committee Members Jules Bergis and Sarah-Jane Poindexter
 4. Kristi Young: Report on Oral History Project (see also “Ongoing projects/activities” below)
 5. Beth Kaplan: Report
 6. Cecilia Salvatore: Introduction of Program “Oral History Projects in New Orleans.”
Presenters were:
Florence M Jumonville (University of New Orleans) who presented on oral history projects related to Hurricane Katrina by university students and their professor;
Bruce Raeburn (Tulane University) who presented on oral history at the Hogan Jazz Library at the university; and
Marc Cave (The Historic New Orleans Collection) who presented on an oral history project about the Deepwater Horizon Oil Spill.

Completed projects/activities:

- The Oral History Section conducted a web chat session regarding The Belfast Case on July 17, 2013. The title of the session was “Lessons Learned from Boston College and the Belfast Case.” Elena Danielson and Clifford Kuhn were featured guest panelists. Those who participated in the session were also asked to participate in a survey. Attached are the survey results.
During the live session, 142 people participated. The transcript of the chat has been kept up on the section’s microsite. At last count, 220 people have viewed the transcript.
Lauren Kata and Rachel Telford have written an article about the live chat and submitted it for publication in *Archival Outlook*.
- The section endorsed two session proposals for the SAA-COSA 2013 annual meeting, which were subsequently selected for inclusion in the program for annual meeting. The endorsed proposals were: 1) “Let’s Give ‘Em Something to Talk About: Oral History in the Digital Age” and “Privacy, Academic Freedom, and the Law: Collecting and Protecting Oral Histories.”
- The section also sponsored a Brown Bag Lunch/Forum where participants discussed oral history issues and their own oral history projects. Approximately 35-40 people attended this forum.

- The section endorsed one session proposal for the 2014 annual meeting: “Spreading the Word: Access to Oral History Collections in the Digital Age.”
- The Spring 2013 issue of *Dialogue: the Newsletter of the Oral History Section* was published.

Ongoing projects/activities:

- At the SAA-COSA Annual Meeting in New Orleans, work continued with the Oral History Project (co-coordinated by Kristi Young and Berlin Loa). Kristi Young coordinated the interview of Peter Hirtle and Helen Tibbo onsite.
- A Spring 2014 issue of *Dialogue: the Newsletter of the Oral History Section* is expected to be published. It is also likely that a Summer 2014 or Fall 2014 will be published.

New projects/activities:

- Work with those involved with oral history collections in encouraging them to identify how their collection can “diversify” the archival record.
- Update bylaws related to online elections

2010-2013 Strategic Priority – Technology Initiatives: Continue to update OH Section’s microsite with regards to the Oral History Project, the Belfast Case, and information about the newsletters.

2010-2013 Strategic Priority – Diversity Initiatives: Encourage those with diverse oral history collections to contribute to the Call for Diversifying the Archival Record from the Diversity Committee

2010-2013 Strategic Priority – Advocacy/Public Awareness Initiatives:

- Continue to increase Oral History presence at SAA annual meeting and in SAA itself
- Continue to increase awareness of oral history projects and initiatives in SAA

Initiatives associated with the new 2013-2018 Strategic Plan: Encourage those with diverse oral history collections to contribute to the Call for Diversifying the Archival Record from the Diversity Committee

Questions/concerns for Council attention: Ongoing support for the SAA Oral History Project especially among SAA staff.

Preservation Section (Liaison: Baxter)

Officers:

| | | | | |
|-------------|-----------|---|-----------------------|---|
| Minks | Gina | Chair | 8/17/2013 - 8/16/2014 | Amigos Library Services |
| Mullen | Katie | Chair-Elect | 8/17/2013 - 8/16/2014 | Wisconsin Historical Society |
| Primeaux | Aimée | Immediate Past Chair | 8/17/2013 - 8/16/2014 | Securities & Exchange Commission |
| Wronkiewicz | Supriya | Web Liaison | 8/17/2013 - 8/16/2014 | Museum of Performance & Design |
| Bentrud | Alix | Steering Committee Member (Outreach Cmte) | 8/27/2011 - 8/16/2014 | LYRASIS |
| Elgayeva | Ekaterina | Steering Committee Member (Outreach Cmte) | 8/15/2009 - 8/16/2014 | The Chicago School of Professional Psychology |
| Fansler | Craig | Steering Committee Member | 8/11/2012 - 8/16/2014 | Wake Forest University |

| | | | | |
|------------|-----------|--|-----------------------|--|
| Feige | Dyani | Steering Committee Member (Nominating Cmte) | 8/17/2013 - 8/16/2014 | Conservation Center for Art & Historic Artifacts |
| Onuf | Rachel | Steering Committee Member (Education Cmte) | 8/27/2011 - 8/16/2014 | Archival Consultant |
| Waxman | Jennifer | Steering Committee Member (Education Committee) | 8/17/2013 - 8/16/2014 | |
| Joffrion | Elizabeth | Member-at-Large | 8/11/2012 - 8/16/2014 | Western Washington University |
| Sutherland | Tonia | Member-at-Large | 8/27/2011 - 8/16/2014 | University of Pittsburgh |
| Baxter | Terry | Council Liaison | 8/27/2011 - 8/16/2014 | Multnomah County Records Program |

Report from annual meeting:

- Number of attendees: 74
- Election results:
 - Chair Elect – Katie Mullen, Wisconsin Historical Society
 - Nominating Committee – Dyani Feige, CCAHA
- Summary of meeting activities:
 - Chair of the Preservation Section, Aimee Primeaux, was unable to attend the annual meeting due to sequestration. She prepared her remarks concerning the business of the section and this was read by Gina Minks, the Chair Elect.
 - A moment was taken to remember Jane Long, Heritage Preservation, who passed away from cancer earlier this year. Jane was a member of the Nominating Committee for the Preservation Section. Several section members shared their stories about Jane.
 - An update on the IMLS funded projects related to the Connecting to Collections Initiative was presented by Gina Minks in absence of Tom Clareson, who was unable to attend SAA this year.
 - Collaboration to Preserve Our Digital Heritage: an Update to the IMLS Connecting to Collections Initiative
 - Tom Clareson, Lyrasis
 - Gina Minks, Amigos
 - Following the business portion of the meeting, the Section hosted a panel on Preservation in the Cloud, an examination of what “digital preservation” means in a cloud computing environment. This panel discussion will ask hard questions about the difference between “storage” and “preservation” when it comes to the cloud and considering real-life implementation and planning that goes into working in the cloud. Speakers included Dennis Meissner from the Minnesota Historical Society, Mark Evans from Tessella’s Preservica, and Kelli Bogan from Colby-Sawyer College.
 - Presentations:
 - Colby-Sawyer College: A Case Study in Digital Preservation
 - Kelli Bogan, Colby-Sawyer College
 - Digital Preservation in the Cloud
 - Mark Evans, Preservica
 - Minnesota Historical Society Report on Digital Preservation and Cloud Services
 - Dennis Meissner, Minnesota Historical Society

Completed projects/activities: Fundraiser for Disaster Relief Fund completed at SAA Annual 2013.

Ongoing projects/activities: Leftover disaster bags will be used in future fund raising activities

- **Working with Society of Southwest Archivists to continue sales for the Disaster Fund at their annual meeting in New Orleans in 2014.**

New projects/activities: In process at this time.

2010-2013 Strategic Priority – Technology Initiatives: Use social media and other technology to better serve the members of the Preservation Section of SAA.

2010-2013 Strategic Priority – Diversity Initiatives: Use social media and other technology to reach a larger audience in SAA and educate people about how preservation is important for all archivists regardless of their collections.

2010-2013 Strategic Priority – Advocacy/Public Awareness Initiatives: Use social media and other technology to encourage and educate others about preservation initiatives including Preservation Week and MayDay.

Initiatives associated with the new 2013-2018 Strategic Plan: Nothing specific at this time.

Questions/concerns for Council attention: Nothing at this time.

Reference, Access, and Outreach Section (Liaison: Baxter)

Officers: Jill Severn, Chair; Mary Manning, Vice-Chair; Kathryn Otto, Past Chair

Steering Committee: Greg Kocken, Alison Stankrauff, Rachael Dreyer, Jean Green

Appointed: Lisa Sjoberg, Communications Liaison; Aimee Morgan & Shaun Hayes, Web Liaisons

Report from annual meeting:

- Number of attendees: **72**
- Election results:
 - Lisa Sjoberg elected Vice Chair-Chair elect; Jodi Alison Bunnell, Matt Herbison elected to steering committee
 - Bylaws Revision Referendum: (see revised language, **Appendix A**)
 - Passed by RAO membership
 - Now before SAA Council for consideration (see Report to Council, **Appendix B**)
- Summary of meeting activities:
 - **Brief business meeting** welcome and introduction from the chair, nominations and elections report, verbal reports from RAO working groups and introduction to RAO SAA Council representative Terry Baxter. (see 2013 RAO Meeting Agenda, **Appendix C**)
 - **Marketplace of Ideas II Program:** billed as “bigger, better, hotter, cooler,” the 2013 version of the Marketplace of Ideas continued the core focus from 2012 of giving attendees a chance to connect with each other over key RAO issues in a small informal setting, in a self-directed manner, to encourage creative synergies and robust communion. (see Marketplace II Description, **Appendix D**)
 - There were six idea vendors drawn from RAO membership who applied to participate. They facilitated conversations on the following issues/topics:
 - Successful strategies for engaging undergraduates with primary sources.
 - Why we need archival privilege? Protecting donors and preserving the historical record.

- Results from RAO's Teaching with Primary Sources Survey group, a discussion of findings and directions for future action
- Outreach strategies and documenting underrepresented groups
- Copy requests and fair use
- Assessing student learning
- **New for the 2013 Marketplace:**
 - The **Idea Snack Bar (ISB)**: Equal parts graffiti wall and Twitter nest, the **ISB** was conceived as a place where section meeting attendees could post questions, share ideas, make suggestions, draw diagrams using sticky notes, or tweet using the **hashtag #SAARAO13**
 - **Idea Seed Swap (ISS)**: To provide a springboard for RAO section meeting attendees and RAO members in general to connect with people with similar interests or expertise we created the RAO Idea Seed Swap. We created a “seed packet” (a manila envelope) for each of the six hot topic/cool demo booths we created a “seed packet” as well as several other topics mentioned by members. We encouraged attendees at the marketplace to deposit their business cards in any or all of the seed packets and directed RAO members in general to contact us with their seed packet interests. We created a spreadsheet with contact information for all the people in each seed packet, shared this form, and welcomed them to do great or small things together. We look forward to monitoring if and how these “seeds” sprout and grow.
- **Special thanks and appreciation:** the Marketplace format works best with a large space with a fairly specific set-up of chairs. **Rene Mueller** at SAA was a delight to work with on arranging this specific set-up for us and really the cornucopia of positive reviews of the event—particularly in comparison to the previous year’s inaugural effort—are a tribute to her fine work and assistance. This is a wonderful example of SAA supporting a section’s efforts to be creative and try new things.

Completed projects/activities:

- **RAO Recommends Endorsement of Guidelines for Interlibrary and Exhibition Loan of Archives and Special Collections Materials to SAA Standards Committee:**
- After careful consideration and input from membership at the August 2012 RAO Section meeting and the RAO steering committee, Jill Severn as Chair of RAO submitted a recommendation to the SAA Standards Committee to endorse a new set of external guidelines for Interlibrary and Exhibition Loan Of Archives and Special Collections Materials. RAO joined the Archives Management Roundtable in this recommendation. The Rare Books and Manuscripts Section of the Association of College and Research Libraries ([ACRL](#)), a division of the American Library Association ([ALA](#)) developed these guidelines and the Board of Directors of ACRL adopted them in January 2012. The full text of the guidelines is available at www.ala.org/acrl/standards/specialcollections. Jennifer Schaffner and Christian Du Pont brought the guidelines to the attention of the RAO steering committee and assisted with the preparation of the recommendation document.

The purpose of the guidelines is to help special collections and archives formulate appropriate policies and responsible practices for managing requests from other institutions to borrow materials from their holdings for research and exhibition loans. They offer a set of principles and general guidelines for institutions to consider in formulating their own local policies and practices, whether those include lending physical materials under certain conditions or providing

digital or other surrogates in lieu of physical lending. They also outline the responsibilities of borrowing institutions in ensuring the security and preservation of loaned materials.

The RAO steering committee determined to recommend the guidelines to the SAA standards committee for endorsement because the guidelines will give borrowing or lending archives a vetted guide for policies that follow best practices established by archives, libraries, and museums with longstanding experience. The committee also believes that endorsing the guidelines will encourage further consideration in the archival community of what types of lending and borrowing policies and practices are best suited specifically for archival materials. Finally, the RAO steering committee asserted that it balances its support for these guidelines with its continuing affirmation of archivists' authority to choose to not engage in borrowing or lending materials for their respective institutions.

In February 2014, the SAA Standards Committee reviewed and approved the RAO/AMR recommendation to endorse the guidelines. Following this approval, the Standards Committee submitted its recommendation to endorse the guidelines to SAA Council for consideration. At its May 2014 meeting the SAA Council affirmed the recommendations from RAO, AMR, and the Standards Committee and endorsed the guidelines.

- **Creation of new RAO standing committee, Teaching with Primary Sources:** The leaders of the RAO Teaching with Primary Sources Working Group made a formal proposal to the RAO Chair proposing that the expanding scope and enduring nature of the Working Group's activities warranted a transformation to a more permanent status as a standing committee. The Chair reviewed this request in July 2013 and appointed the Teaching with Primary Sources Standing Committee on August 12, 2013. The RAO Chair directed the leaders of the RAO standards committee to prepare governance documents and submit them to the RAO steering committee for review and approval.

Ongoing projects/activities:

- **Migrating National History Day site to RAO microsite:**
 - Shaun Hayes, RAO's new Web Liaison and current chair of the National History Day Committee has been working with Matt Black of SAA to migrate the national history Day Toolkit links to the RAO microsite. This process will ensure sustainable access and maintenance of these resources to SAA members and their constituencies.
- **Teaching with Primary Sources Working Group (now TPS Standing Committee) Survey of Primary Source Teaching Practices**
 - TPS survey team surveyed RAO members about their teaching practices January 14–25, 2013 and circulated a report of its findings in August 2013. TPS will now move forward to address the four key recommendations from the report:
 - **Developing and/or identifying techniques for creating interactive instruction experiences.** Concrete examples, case studies, and resources will help archivists create high-value instructional sessions without “reinventing the wheel.” Resources supporting instruction should cover a range of topics in the whole spectrum of archival research, including navigating archives spaces and policies, identifying and finding materials, and analyzing primary sources.
 - **Developing and/or identifying strategies for connecting with faculty/instructors** and engaging them in the instruction planning process. Although every relationship—and every institution—is unique, some approaches may cut across different contexts.
 - **Advocating for instruction as a core component of archival work,** given that the underlying barrier to successful instruction is lack of time, resources, and/or

- institutional support. While SAA cannot “wave a magic wand” and create more archivists, it can help archivists promote and demonstrate the value of instructional services to both internal and external constituents.
- **Developing best practices for assessment.** A shared understanding of what makes instruction successful will help archivists improve their practices (and cut down on time needed to develop assessment methodologies). It will also help them make the case for more resources.
- **New Leadership for 23 Things Initiative:**
 - In August 2013, 23 Things Initiative leader Kathryn Otto stepped down from leading the initiative. Before she stepped down, Kathryn and Helen Kim and intern Karla Irwin transferred the project to a more permanent Wiki format and continued to add new content to the project. The RAO Chair appointed Rebecca Bizonet to serve as new leader for 23 Things. Several people joined the seed packet (affinity group) for 23 Things at the RAO Section meeting and via the call to respond mounted on the listserv to tap for assistance on the project
- **Marketplace of Ideas as a Concept or System:**
 - (See specific description of 2013 program above). This effort to push the boundaries of what constitutes a section program has taken strong root at RAO and will likely continue to evolve and grow over the next several years. With the 2013 implementation of the Ideas Seed Swap which encourages and facilitates RAO members to connect with each other throughout the year, and the continued opportunities the Marketplace offers for members to propose and lead substantive deliberations of issues of relevance, RAO leaders are poised to transform the older approaches and notion the section meeting program into a more encompassing enduring system of interaction and innovation. Year-round shopping and browsing!

New projects/activities: Inspired by the excellent work of the Manuscript Repositories Section on its Jump-In initiative and responding to a growing interest and concern of members. RAO is considering a new working group to bring focus and attention to providing reference for e-records and the 2014 RAO program committee is considering ways to bring the challenges and opportunities presented by e-records reference into the Marketplace of Ideas Program for 2014.

2010-2013 Strategic Priority – Technology Initiatives:

- *Rapidly changing information technologies challenge archival principles, practices, and communication protocols, demanding effective leadership from the archives community to access, capture, and preserve records in all formats.*
 - *Desired Outcome #3: SAA will make increasingly effective use of current and emerging technology in order to enhance communication with internal and external audiences and stimulate collaboration among its constituents.[Internal Radar Screen]*
 - RAO’s chief contribution to the technology strategic priority relates to Outcome # 3.
 - During the year the Web Liaison revamped the RAO Drupal microsite to make discovery more intuitive and to generally improve the aesthetics of the pages. Anecdotal evidence suggests that this has led to more frequent use of the page making it more effective as a tool for information and knowledge sharing
 - A sustained effort to keep the RAO Facebook dynamic with posts from leaders and from members has been effective. The number of page likes has increased steadily over time and is currently 253 as of 11/06/2013. Posts from non-page managers are also growing. At the 2013 steering

committee meeting, a decision was to expand the number of Facebook page managers to four to encourage sustained fresh content. Facebook appears to be a place for less formal interaction among members.

Developing such a space enriches RAO members' connections with each other by helping them to know each other and their interests better.

- Although not driven by emerging technology, the **Idea Seed Swap** initiative implemented by the 2013 RAO program committee has the potential to make a contribution to the #3 collaboration outcome and may adopt social media tools to facilitate its activities in the future.
- *Desired Outcome #4: SAA will harness and cultivate the technology expertise of its members to inform strategic planning, educational programming, and internal and external communication*
 - RAO is making a contribution to outcome #4 in its efforts to advocate for and implement plans to move valuable external Web content into the Drupal microsite environment. The most notable example of this is the collaboration between SAA and RAO representatives to bring the National History Day Toolkit content into the RAO site.
 - At its August 2013 steering committee meeting, RAO leaders discussed the need to provide leadership, guidance, and resources for providing reference for e-records. Plans are evolving as to how best to meet these needs, but will likely include the creation of an RAO working group focused on the issue.

2010-2013 Strategic Priority – Diversity Initiatives: *The relevance of archives to society and the completeness of the documentary record hinge on the profession's success in ensuring that its members, the holdings that they collect and manage, and the users that they serve reflect the diversity of society as a whole.*

- *Desired Outcome #2: Identify and promote existing models and develop new methods for assisting archives and archivists to diversify the documentary record within their repositories and to promote archives to diverse communities*
 - In 2013, RAO's activities were not focused on the Diversity Strategic Priority specifically. It is an area that the section leaders could and should pay more direct attention in its future activities—particularly in the arena of promoting archives to diverse communities. However, one of the vendor topics selected by the program committee for the 2013 Marketplace was "**Outreach strategies and documenting underrepresented groups**" and as a corollary, there is now a seed packet group organized around this topic.

2010-2013 Strategic Priority – Advocacy/Public Awareness Initiatives: *Archivists must take an active role in promoting the importance of archives and archivists in order to increase public support, shape public policy, and obtain the resources necessary to protect the accessibility of archival records that serve cultural functions as well as ensure the protection of citizens' rights, the accountability of organizations and governments, and the accessibility of historical records*

- *Desired Outcome #3: Using American Archives Month as one communication vehicle, plan and implement a public relations campaign, directed to users of archives, whose goals are to 1) increase users' appreciation of archives; 2) continue to "brand" American Archives Month as a profession wide opportunity to build public awareness; and 3) increase archivists' involvement in public awareness activities. (FY 2011–FY 2014)*

- The main thrust of RAO's endeavors related to advocacy and awareness center on refining and developing tools and approaches to leverage the contact that archivists have in an instructional context with students of all ages. This is expressed in two key arenas:
 - National History Day Committee and its initiatives
 - Further develop of the NHD Toolkit and its migration to its permanent home on the RAO microsite
 - Teaching with Primary Sources Committee and its initiatives
 - Survey of teaching with primary source practices completed. Findings have been translated into future steps for enhancing this key connection with the public.

Initiatives associated with the new 2013-2018 Strategic Plan:

- **GOAL 1: ADVOCATING FOR ARCHIVES AND ARCHIVISTS**
Society values the vital role of archives and archivists
 - *1.4. Strengthen the ability of those who manage and use archival material to articulate the value of archives.*
 - The RAO Teaching with Primary Sources Standing Committee will focus on addressing 4 key findings from its survey on teaching practices with primary sources:
 - Developing and/or identifying techniques for creating interactive instruction experiences.
 - Developing and/or identifying strategies for connecting with faculty/instructors and engaging them in the instruction planning process.
 - Advocating for instruction as a core component of archival work, given that the underlying barrier to successful instruction is lack of time, resources, and/or institutional support. While SAA cannot "wave a magic wand" and create more archivists, it can help archivists promote and demonstrate the value of instructional services to both internal and external constituents.
 - Developing best practices for assessment.
- **GOAL 2: ENHANCING PROFESSIONAL GROWTH**
Archivists have access to the professional resources they need to be successful and effective in their careers
 - *2.1. Provide content, via education and publications that reflects the latest thinking and best practices in the field.*
 - RAO TPS work on four directives outlined above
 - Further expansion of the Marketplace for Ideas program format and the Idea Seed Swap as contexts for providing inclusive, effective venues for deliberation on the most relevant RAO-related issues of the day.
 - 23 Things Initiative supports this standard by adding new descriptions of new Web 2.0 tools.
 - *2.2. Deliver information and education via methods that are accessible, affordable, and keep pace with technological change.*
 - Migrating content from external sources to RAO microsite to ensure longer-term sustainability and accessibility
 - *2.3. Support the career development of members to assist them in achieving their goals.*
 - RAO has offered an internship program since ca. 2010 that pairs applicants with committees, working groups, and individuals. This brings new ideas and enthusiasms to bear on RAO projects and provides the interns with resume

building experience and learning opportunities. Finally, it also fosters informal mentoring relationships that provide support for new archivists as they begin their careers.

- **GOAL 3: ADVANCING THE FIELD**

Professional knowledge expands to keep pace with an increasingly diverse archival record

- 3.1. *Identify the need for new standards, guidelines, and best practices and lead or participate in their development.*
 - RAO contributions to the collaborative recommendation to the SAA Standards Committee to endorse the new guidelines for Interlibrary and Exhibition Loan of Archives and Special Collections Materials
- 3.2. *Foster and disseminate research in and about the field*
 - RAO Marketplace of Ideas Program provides a venue for presenting and threshing new ideas and approaches in the field related to RAO work.

- **GOAL 4: MEETING MEMBERS' NEEDS**

SAA is an agile association that delivers outstanding service and fosters a culture of participation

- 4.2. *Create opportunities for members to participate fully in the association.*
 - RAO has implemented several opportunities for members to shape and engage with direction and activities of the Section. They include:
 - Marketplace of Ideas format for the program at the Section meeting depends on RAO member volunteers to propose and lead dialogue and deliberation or demonstration “booths,” encourages small group deliberation and dialogue, and assesses participant feedback through an evaluation survey
 - Use of the RAO listserv and Facebook for formal and informal input on professional and organizational matters as they arise.

Questions/concerns for Council attention:

- To facilitate a cohesive approach to SAA’s strategic goals, RAO leaders propose that SAA Council consider developing language in its strategic planning documents that outline possible actions or initiatives specifically suitable for component groups to undertake.
- To keep current strategic priorities on the radar for SAA leaders, RAO proposes allotting time at the leadership orientation program for moderated small group discussion and brainstorming of one or more strategic priorities with SAA leaders. The question before each table could be, “What could your component group do to advance this priority or goal?”
- As more and more SAA members connect with the Society solely through electronic means (Web site and listserv; not in person), there will be more and more demand for component groups to develop tools and resources on their microsites that meet their members’ changing needs. This will place greater demand for technical expertise and resources on SAA and strain budgets and personnel resources. To address the challenges and opportunities posed by the demand for more Web based resources, RAO proposes that SAA leadership consider develop of an annual competitive grant program for component groups to propose projects that would significantly enhance the resources and experience for the members who engage with SAA chiefly through the Web interfaces provided on the SAA microsites.

2013 RAO Annual Report, Appendix A.

Proposed Revisions to Reference Access and Outreach Section Bylaws, 2013:

I. Membership

Membership in the Reference, Access and Outreach Section of the Society of American Archivists is open to any member of SAA who has an interest in reference, access and outreach issues

II. Officers

The officers of the Reference, Access and Outreach Section shall be the chair, ~~the vice chair, and the communications liaison, and the web liaison.~~ Only members of SAA and the Reference, Access and Outreach Section may serve as officers of the Section.

A new vice chair shall be elected at each annual meeting of the Section and shall serve for one year as vice chair, succeeding automatically to the office of chair for the subsequent year. If for any reason the vice chair is unable to succeed to the office of chair, a new chair shall be elected following the same procedures as for election of the vice chair. ~~The communications liaison shall be appointed by the chair, with the advice of the Steering Committee, for a term of two years, which may be renewed indefinitely. Both a chair and a vice chair shall be elected in the first election following the approval of these bylaws. The chair shall preside at all meetings of the Section and the Steering Committee; represent the Section in its relations with SAA in general and with the Council and other groups within SAA; serve on SAA committees, task forces, etc. as an ex officio member when required or appoint a representative to do so; appoint Section committees as needed; and submit an annual report of Section activities to the SAA executive office. The vice chair shall serve as acting chair in the absence of the chair. The communications liaison is responsible for issuing at least one newsletter annually to the Section membership.~~

The communications liaison shall be appointed by the chair, with the advice of the Steering Committee, for a term of two years, which may be renewed indefinitely. The communications liaison is responsible for issuing at least one newsletter annually to the Section membership. The Communications Liaison is also responsible for using various communication modes, such as the Section listserv, Facebook, and Society of American Archivist publications to communicate with the Section membership about news and events.

The Web Liaison shall be appointed by the chair, with the advice of the Steering Committee, for a term of two years, which may be renewed indefinitely. The Web Liaison is responsible for maintaining and updating the Reference, Access and Outreach Section microsite as well as creating new content as needed. The Web Liaison collaborates with the Communications Liaison to distribute information to the Section.

III. Steering Committee

The Steering Committee shall consist of the officers and four members. The members shall serve two year terms, two members being elected at each annual meeting with additional members elected if for any reason unexpired terms need to be filled. The Steering Committee shall serve in an advisory capacity to the chair and its members may be assigned specific responsibilities by the chair. The Steering Committee shall plan each annual meeting of the Section.

IV. Election of Officers and Steering Committee

There shall be a ~~Nominating~~ Nominating and Elections Committee consisting of the immediate past chair of the Section (serving as chair of the Committee) and the two Steering Committee members whose terms are not expiring at the conclusion of the next annual meeting. Utilizing an announcement issued by the Section chair, this Committee shall solicit from Section members the names of volunteers or persons recommended for the positions to be filled in the next election. All persons whose names are submitted to the Committee or proposed by the Committee itself shall be considered nominees if they agree to have their names placed in nomination and are members of SAA and the Section. The Committee shall be responsible for ensuring that there is at least one nominee for the position of vice chair and that the number of nominees for membership on the Steering Committee is not less than the number of positions to be filled. The ~~Nominating~~ Nominating and Elections Committee shall distribute information ~~about~~ about the nominees to the membership of the Section at least 45 days before the Annual Meeting. The

election shall be conducted in the manner specified by SAA Council. A simple majority of the votes cast shall be required for election to vice chair. Members of the Section may vote for as many nominees for member of the Steering Committee as there are positions to be filled and the nominees receiving the highest number of votes shall be elected. Elected officers and Steering Committee members shall assume office at the conclusion of the Annual Meeting of the Section.

V. Meetings

The Reference, Access and Outreach Section shall meet once a year at the annual SAA meeting at the time and place scheduled by the SAA program committee and executive office. Additional meetings of the entire membership or the Steering Committee may be scheduled by the chair if needed to carry out the business of the Section.

VI. Amendments

Any member of the Reference, Access and Outreach Section may propose amendments to these bylaws. Proposed amendments must be submitted in writing to the chair at least 60 days prior to the Annual Meeting. The chair shall publish proposed amendments at least 45 days prior to the Annual Meeting and voting on the proposed amendments shall be in the same manner as the election of officers. A two thirds majority of votes cast shall be required to amend these bylaws.

VII. Enactment

These bylaws shall be distributed to the membership of the Section with a mail ballot for their approval or rejection. They shall become effective immediately if approved by a majority of the votes cast by the deadline set for the return of the ballots.

Adopted 1996 Revised 2009, Revised 2010. Revised 2013.

1113 Interim Action

**Society of American Archivists
Council Interim Action
November TK, 2013**

**Proposed Change in SAA Governance Manual,
Approval of Reference, Access and Outreach
Section Bylaws Revision**

**(Prepared by Immediate Past Section Chair Jill Severn and
SAA Executive Director Nancy Beaumont)**

BACKGROUND

During its annual review of the Reference, Access and Outreach Section bylaws in the fall of 2012, the RAO Steering Committee (Jill Severn, Kathryn Otto, Mary Manning, Greg Kocken, Alison Stankrauff, Jean Green, and Rachael Dreyer) identified several areas for revision, including clarifying language where it was confusing, correcting some typographical errors, and, most importantly, proposing new language to clarify the selection and roles of the Communications Liaison and Web Liaison positions (strikethrough = deletion, underline = addition):

The officers of the Reference, Access and Outreach Section shall be the chair, the vice chair, and the communications liaison, and the web liaison. Only members of SAA and the Reference, Access and Outreach Section may serve as officers of the Section.

... The communications liaison shall be appointed by the chair, with the advice of the Steering Committee, for a term of two years, which may be renewed indefinitely. The Communications Liaison is responsible for issuing at least one newsletter annually to the Section membership. The Communications Liaison is also responsible for using various communication modes, such as the Section listserv, Facebook, and Society of American Archivists publications, to communicate with the Section membership about news and events.

The Web Liaison shall be appointed by the chair, with the advice of the Steering Committee, for a term of two years, which may be renewed indefinitely. The Web Liaison is responsible for maintaining and updating the Reference, Access and Outreach Section microsite as well as creating new content as needed. The Web Liaison collaborates with the Communications Liaison to distribute information to the Section.

RAO Section members were given appropriate notice of the proposed revisions to the bylaws and a bylaws referendum was conducted in conjunction with the 2013 election process. RAO Section members approved the revised bylaws. Beaumont was not asked to review the proposed revisions prior to conduct of the bylaws referendum.

In reviewing SAA's governance documents upon assuming responsibilities as 2013-2014 Section chair, Manning discovered that both the previous and revised RAO bylaws, which specify that the Communications and Web liaison positions hold officer status, might be in conflict with the rules governing SAA component groups. Per a September 6, 2013, email message to Beaumont and Council liaison Terry Baxter, Severn wrote:

This year we proposed a modest revision to the RAO bylaws to clarify roles of the Web Liaison and the Communication Liaison and to clean up some confusing language and a few typos. This revision continued the previous bylaws language in place that described these two positions as appointed and also as officers. Mary Manning, current chair for RAO was reviewing the SAA's governance documents and discovered that the existing RAO bylaws and the current revisions RAO members just approved are at odds with the directive from SAA that officers must be elected. For many reasons, I don't think we want to elect the Web and Communications Liaisons, but at the same time, we feel that they are integrally part of the leadership team and as such should be officers. Is there any latitude on this matter from SAA's perspective? Have other component groups ever been able to have appointed members serve as officers? If the answer is no to both of these questions, then what we propose to do to resolve this:

- Alert members via listserv and newsletter that upon direction from SAA, RAO must further revise its bylaws to reflect the non-officer status of the two liaison positions
- Prepare revisions to the bylaws to bring them in line with this rule
- Have members vote during the summer election on this new revision
- Depending on the outcome pass on the proposed revisions to Council for review and determination.

We appreciate your guidance on the best way forward with this matter and will certainly abide by your direction.

DISCUSSION

Both the previous RAO Section bylaws (revised 2010) and the revised bylaws adopted in July 2013 situate the Communications Liaison and Web Liaison positions as officers. The previous bylaws did so by implication (by listing these positions under the "Officers" heading); they did not state explicitly that the liaisons are considered officers. In practice, RAO leaders interpreted the 2010 bylaws to confer

officer status to these positions. In reviewing the bylaws as a matter of course, the RAO officers in 2012 determined that the bylaws should be revised to clarify the officer status of these liaison positions.

The SAA Governance Manual, Section IX. Sections, E. Governance, 1. Internal Leadership, states the following:

- a. Every Section will have a chair, vice chair/chair-elect, and a minimum of two steering committee members. The officers and steering committee members of every Section must be chosen by election. [Emphasis added.]
- b. Section officers and steering committee members must be SAA members in good standing.
- c. Sections may elect or appoint additional officers and members to the steering committee. Sections are encouraged to retain continuity and recruit leadership by designating other positions of responsibility (eg, web coordinators, committee chairs, etc) to carry out the program and work of the Section.... [Emphasis added.]

It appears that the language in the SAA Governance Manual (as highlighted via underlining above) is internally inconsistent regarding whether “officers” must be elected or may be appointed.

The Section has noted, in Severn’s message to Baxter and Beaumont, that “For many reasons, I don’t think we want to elect the Web and Communications Liaisons, but at the same time, we feel that they are integrally part of the leadership team and as such should be officers.” The Section abided by section c. above in determining that it could appoint additional officers.

We propose to rectify the inconsistency in the language of Section IX. Sections, E. Governance, 1. Internal Leadership – and to “liberalize” the rules associated with section self-governance – by revising section a. to specify that the chair, vice chair/chair-elect, and two steering committee members must be elected. Section c. then specifically allows either election or appointment of additional officers and steering committee members.

Further, we recommend approval of the Section-adopted bylaws.

RECOMMENDATION 1: THAT the SAA Governance Manual, Section IX. Sections, E. Governance, 1. Internal Leadership, be revised as follows (strikethrough = deletion, underline = addition):

- a. Every Section will have a chair, vice chair/chair-elect, and a minimum of two steering committee members. ~~The officers and steering committee members of every Section must be chosen by election.~~
- b. Section officers and steering committee members must be SAA members in good standing.
- c. Sections may elect or appoint additional officers and members to the steering committee. Sections are encouraged to retain continuity and recruit leadership by designating other positions of responsibility (eg, web coordinators, committee chairs, etc) to carry out the program and work of the Section....

Support Statement: The proposed change eliminates the internal inconsistency in the Society’s policy regarding Section officer positions; ensures transparency in the process by which the chair, vice chair/chair-elect, and two steering committee positions are filled; and permits sections to fill additional leadership positions via election and/or appointment as best suits their needs.

Impact on Strategic Priorities: This action is related to:

- Goal 4.1. Facilitate effective communication with and among members,
- Goal 4.2. Create opportunities for members to participate fully in the association, and
- Goal 4.3. Continue to enrich the association and the profession with greater diversity in membership and expanded leadership opportunities.

Fiscal Impact: None.

RECOMMENDATION 2: THAT the revised bylaws of the SAA Reference, Access, and Outreach Section, as adopted by the Section's members in July 2013, be approved (strikethrough = deletion, underline = addition).

SAA Reference, Access and Outreach Section Bylaws (As adopted July 2013)

I. Membership

Membership in the Reference, Access and Outreach Section of the Society of American Archivists is open to any member of SAA who has an interest in reference, access and outreach issues.

II. Officers

The officers of the Reference, Access and Outreach Section shall be the chair, the vice chair, and the communications liaison, and the web liaison. Only members of SAA and the Reference, Access and Outreach Section may serve as officers of the Section.

A new vice chair shall be elected at each annual meeting of the Section and shall serve for one year as vice chair, succeeding automatically to the office of chair for the subsequent year. If for any reason the vice chair is unable to succeed to the office of chair, a new chair shall be elected following the same procedures as for election of the vice chair. The communications liaison shall be appointed by the chair, with the advice of the Steering Committee, for a term of two years, which may be renewed indefinitely. Both a chair and a vice chair shall be elected in the first election following the approval of these bylaws. The chair shall preside at all meetings of the Section and the Steering Committee; represent the Section in its relations with SAA in general and with the Council and other groups within SAA; serve on SAA committees, task forces, etc. as an ex officio member when required or appoint a representative to do so; appoint Section committees as needed; and submit an annual report of Section activities to the SAA executive office. The vice chair shall serve as acting chair in the absence of the chair. The communications liaison is responsible for issuing at least one newsletter annually to the Section membership.

The communications liaison shall be appointed by the chair, with the advice of the Steering Committee, for a term of two years, which may be renewed indefinitely. The communications liaison is responsible for issuing at least one newsletter annually to the Section membership. The Communications Liaison is also responsible for using various communication modes, such as the Section listserv, Facebook, and Society of American Archivist publications to communicate with the Section membership about news and events.

The Web Liaison shall be appointed by the chair, with the advice of the Steering Committee, for a term of two years, which may be renewed indefinitely. The Web Liaison is responsible for maintaining and updating the Reference, Access and Outreach Section microsite as well as creating new content as needed. The Web Liaison collaborates with the Communications Liaison to distribute information to the Section.

III. Steering Committee

The Steering Committee shall consist of the officers and four members. The members shall serve two-year terms, two members being elected at each annual meeting with additional members elected if for any reason unexpired terms need to be filled. The Steering Committee shall serve in an advisory capacity to

the chair and its members may be assigned specific responsibilities by the chair. The Steering Committee shall plan each annual meeting of the Section.

IV. Election of Officers and Steering Committee

There shall be a Nominating and Elections Committee consisting of the immediate past chair of the Section (serving as chair of the Committee) and the two Steering Committee members whose terms are not expiring at the conclusion of the next annual meeting. Utilizing an announcement issued by the Section chair, this Committee shall solicit from Section members the names of volunteers or persons recommended for the positions to be filled in the next election. All persons whose names are submitted to the Committee or proposed by the Committee itself shall be considered nominees if they agree to have their names placed in nomination and are members of SAA and the Section. The Committee shall be responsible for ensuring that there is at least one nominee for the position of vice chair and that the number of nominees for membership on the Steering Committee is not less than the number of positions to be filled. The ~~Nominating~~ Nominating and Elections Committee shall distribute information ~~about~~ about the nominees to the membership of the Section at least 45 days before the Annual Meeting. The election shall be conducted in the manner specified by SAA Council. A simple majority of the votes cast shall be required for election to vice chair. Members of the Section may vote for as many nominees for member of the Steering Committee as there are positions to be filled and the nominees receiving the highest number of votes shall be elected. Elected officers and Steering Committee members shall assume office at the conclusion of the Annual Meeting of the Section.

V. Meetings

The Reference, Access and Outreach Section shall meet once a year at the annual SAA meeting at the time and place scheduled by the SAA program committee and executive office. Additional meetings of the entire membership or the Steering Committee may be scheduled by the chair if needed to carry out the business of the Section.

VI. Amendments

Any member of the Reference, Access and Outreach Section may propose amendments to these bylaws. Proposed amendments must be submitted in writing to the chair at least 60 days prior to the Annual Meeting. The chair shall publish proposed amendments at least 45 days prior to the Annual Meeting and voting on the proposed amendments shall be in the same manner as the election of officers. A two thirds majority of votes cast shall be required to amend these bylaws.

VII. Enactment

These bylaws shall be distributed to the membership of the Section with a mail ballot for their approval or rejection. They shall become effective immediately if approved by a majority of the votes cast by the deadline set for the return of the ballots.

Adopted 1996; revised 2009, revised 2010, revised 2013.

Support Statement: The Reference, Access and Outreach Section's revised bylaws meet the minimum requirements of the Council and are in alignment with SAA's governance documents. By approving the Section's bylaws, the Council places them in the official record.

Impact on Strategic Priorities: To the extent that review, revision, and member adoption of bylaws enhances transparency and understanding of how component groups function, this action is related to:

- Goal 4.1. Facilitate effective communication with and among members,
- Goal 4.2. Create opportunities for members to participate fully in the association, and
- Goal 4.3. Continue to enrich the association and the profession with greater diversity in membership and expanded leadership opportunities.

Fiscal Impact: None.

2013 Reference Access and Outreach Section Meeting Agenda

- **Business Meeting (3:30-4 p.m.)**
 - Welcome and Brief Remarks
 - Jill Severn
 - Nominations and Elections Report
 - Introduction of new leaders
 - Kathryn Otto/Jill Severn
 - New steers
 - New appointments
 - Update on Proposed Bylaws Amendment
 - Jill Severn
 - RAO Committee Announcements or Reports
 - Teaching with/about Primary Resources Working Group
 - Mary Manning
 - Navigating Minimal Processing and Public Services Working Group
 - Greg Kocken
 - National History Day Committee
 - Shaun Hayes
 - 23 Things Committee
 - Kathryn Otto
 - SAA Council Liaison
 - Terry Baxter
 - Annual Meeting Representative
 - TBA
- **Marketplace of Ideas II Program (4-5:30)**
 - Introduction
 - Booth Shopping /Idea Snack Bar Visit
 - Round One
 - Round Two
 - Round Three
 - Show and Tell Debrief
 - Idea Seed Swap

RAO Marketplace of Ideas II: Bigger, Better, Hotter, Cooler!

*What puzzles you? What amazes you? What provokes you?
What's now? What's next? What's over?*

RAO Marketplace of Ideas II program aims to keep all of these questions on the tip of your tongue and front and center in your mind as you browse and haggle over the ideas and issues on offer by vendors this year. Building on the best parts of last year's RAO Marketplace, the program team for Marketplace II has brought together an amazing array of hot topics vendors who promise to engage, inspire, and even incite the savviest RAO shoppers to browse, haggle, and buy the latest and greatest in RAO idea merchandise.

Some Background on the Marketplace of Ideas Concept

Imagine a colorful vibrant marketplace filled with exotic and amazing things, thronging with people haggling, dealing, debating, laughing, and shouting. Now, imagine that this marketplace sells ideas and approaches to all the things that you do or hope to do as an RAO archivist and everything is free!

Shoppers will be able to move through the marketplace in several rounds stopping in to a stall to deliberate hot topics in reference, access, and outreach.

This year, there will be six market stalls, exploring a variety of topics, anchoring the market:

1. Successful strategies for engaging undergraduates with primary sources.
2. Why we need archival privilege? Protecting donors and preserving the historical record.
3. Results from RAO's Teaching with Primary Sources Survey group, a discussion of findings and directions for future action
4. Outreach strategies and documenting underrepresented groups
5. Copy requests and fair use
6. Assessing student learning

What's new for the 2013 Marketplace?

An innovation for the 2013 will be the **Idea Snack Bar (ISB)**. Equal parts graffiti wall and Twitter nest, the **ISB** is a place where shoppers can post questions, share ideas, make suggestions, draw diagrams using sticky notes, or tweet using the hashtag **#SAARAO13**

For those who can't get enough of the marketplace magic this year there will also be an **Idea Seed Swap (ISS)**. For each of the six hot topic/cool demo booths there will be a box where shoppers can leave business cards or contact information. Marketplace staff will compile the names and emails submitted for each booth and share the list with those who submitted their information into the **ISS** booth box. From this shared interest in a topic or concept many interesting things may sprout and grow.

By popular demand, this year's marketplace will feature time at the end of the program for all shoppers to compare notes, share experiences, and show-off purchases.

Finally, this year the marketplace managers have taken a solemn oath to do all that is humanely possible to keep noise levels reasonable, instructions clear, pathways open, and schedules on track.

Need more information? Please contact Jill Severn at jsevern@uga.edu

Marketplace II is brought to you by the 2013 RAO Program Planning Committee (Greg Kocken, Mary Manning, Aimee Morgan, Jill Severn, and Lisa Sjoberg) and the stellar group of Marketplace Vendors for 2013 (Alison Stankrauff, Christine Anne George, Elizabeth Wilkinson, Rebecca Petersen, Heather Briston, and Amy Roberson).

Visual Materials Section (Liaison: Light)

Officers, 2013-2014:

- Chair: David E. Haberstich, National Museum of American History, Smithsonian Institution
- Vice-Chair / Chair-Elect: Matthew Daniel Mason, Beinecke Rare Book and Manuscript Library, Yale University
- Immediate Past Chair: Brett Carnell, The Library of Congress
- Communications Liaison: Tim Hawkins, Bessemer Historical Society
- Newsletter Editor: Anne Cuyler Salisch, Oberlin College
- Web Liaison: Lisa Snider, University of Texas at Austin
- Member-at-Large: Kimberly Anderson, North Carolina State Archives

- Member-at-Large: Mandy Mastrovita, University of Georgia
- Member-at-Large: Mary Samouelian, David M. Rubenstein Rare Book & Manuscript Library, Duke University
- Council Liaison: Michelle Light

Report from annual meeting:

- Number of attendees: 82
- Election results: Matthew Daniel Mason was elected Chair-Elect and Mary Samouelian was elected Member-at-Large.
- Summary of meeting activities: Minutes attached.

Completed projects/activities: Kim Anderson and her committee organized a Section dinner at Mulate's Restaurant, attended by twelve persons, as well as repository tours, etc., during the New Orleans Annual Meeting.

Ongoing projects/activities:

- The Communications Working Group continues to issue the high-quality illustrated *Views* newsletter (which is published online three times a year, currently under the excellent leadership of Editor Anne Salisch); and maintains the Section's website and two listservs.
- Working Group on Best Practices for Born Digital Visual Materials
- Working Group on Fundraising

New projects/activities:

- The Section is planning a publication to commemorate the 175th anniversary of the invention of the daguerreotype in 2014. The publication will reproduce daguerreotypes from members' collections. If printing costs are too high, even with advance sales, the publication will be presented online, but a printed book is preferred.
- The Section began planning its annual Mid-Winter Meeting to discuss Section business. It will take place in Pittsburgh, Pennsylvania, in February 2014. The facility for the meeting and lodging was arranged by Miriam Meislik, who is also negotiating repository tours and informal meetings with Pittsburgh area archivists to supplement the business meeting.

2010-2013 Strategic Priority – Technology Initiatives: Development of guides to best practices for born-digital visual materials archives. We are working on a set of "tip sheets."

2010-2013 Strategic Priority – Diversity Initiatives: The Section will try to increase diversity through appointments to working groups and seek diversity in leadership, but we must also cultivate a more diverse Section membership in the first place.

2010-2013 Strategic Priority – Advocacy/Public Awareness Initiatives:

- Helena Zinkham and others are attempting to improve citations for historic images in Wikipedia, which could also introduce SAA and the Visual Materials Section to new audiences. Enhanced communication tools may facilitate outreach and public awareness.
- The daguerreotype anniversary publication mentioned above will also increase public awareness of the VM Section by highlighting members' collections, as well as the group effort of preparing the book.

Initiatives associated with the new 2013-2018 Strategic Plan: None have been delineated at this time.

Questions/concerns for Council attention: The VM Section is finding that it needs new ways to raise and handle funds for a variety of purposes. We need funds for to operate the Web domain, reimbursing the *Views* editor and others for mailing review copies of books, etc. We are considering raising revenue from advertising, and would like to see guidelines for appropriate practices. We realize that we would need a treasurer to handle funds, which would require a change in our bylaws, and we would appreciate Council guidance.

Minutes of the SAA Visual Materials meeting at the 2013 Annual Meeting, New Orleans, Thursday, 15 August, 3:00-5:00 p.m.

Prepared by David Haberstich, Chair-Elect

Welcome and introductions: By Brett Carnell, Chair, who indicated that the meeting was being recorded by Tim Hawkins.

Report by Michelle Light, SAA Liaison: She spoke about the SAA Council. She said Council is doing strategic planning. They have written the mission, vision, and core values statements. Council adopted principles and priorities for changing things at annual meetings—new activities, etc. Council is looking at member affinity groups. If you have ideas to submit, they welcome feedback. Do you have ideas for additional groups? They are planning advocacy on a range of issues. There is a communications task force. Exciting changes are coming up.

Election results: Matthew Mason was elected Chair-Elect (future chair), and Mary Samouelian was elected member-at-large.

Miscellaneous:

- Judging photo contest for SAA. Plea for volunteers to submit photos—images related to the meeting. If you want to be a judge, let us know.
- Wikipedia project: Helena Zinkham asked the section to support it. Off to a promising start. Someone from NARA drafted a template, but things got stalled and Helena is trying to get things back on track.
- If you want to be a regional liaison, let us know. As a liaison, you would review programs of professional meeting in your region, etc.

Report on the Midwinter meeting in Dallas, Texas, by Brett Carnell: This was the first time we tried teleconferencing. We decided on a new publication initiative to honor the 175th anniversary of the daguerreotype. We will highlight daguerreotypes held by members or their organizations. The publication will be a souvenir. Another important discussion concerned the preparation of “tip sheets” on digital topics by the Section.

Report on local arrangements for New Orleans: Kim Anderson and her committee put together a schedule of activities for this group, including tours yesterday, and the VM dinner at Mulate’s Thursday evening. Reception, etc.; and Saturday the Algiers ferry boat.

Special award: The section presented a resolution to honor Laurie Baty for her many contributions to the Visual Materials Section. Brett Carnell presented the certificate to her. It was written by John Slate.

Communications director’s report by Tim Hawkins:

- Tim coordinates the web site, newsletter, etc. He said he keeps trying to resign, but he has continuity in the section. Other members couldn’t be present: James Eason, Lisa Snider, Anne Salsich. Another Anne (last name, please?) is a volunteer assistant. She wants to get advertising

revenue to finance travel to mid-winter (she's going to the Ransom Center). The Web site has been static so far this year. 2014 is a good time to change it.

- The decision for Lisa to step down as webmaster was tough for her, and we're losing her web server as well. Tim is offering to put it on his site temporarily. Although SAA will support microsites, they don't want to support third-party sites. We have the SAA list and James Eason has the Visual Materials list. We also have a FaceBook page.

Education report: By Ricky Punzalan, Ph.D. (Assistant Professor of Archival Studies, University of Maryland), Michelle Caswell, Ph.D. (Assistant Professor of Archival Studies, Department of Information Studies, University of California, Los Angeles), Gina Rappaport (archivist, National Anthropological Archives), and Irlanda Jacinto (School of Information Resources & Library Science, University of Arizona).

They have been tasked to assess the current state of archival education. They've looked at the literature about the skills we need to work with visual collections. Their research design proposes four phases over two years, including surveys, interviews, focus groups, etc. They hope to get funding from ALISE (Association for Library and Information Science Education) or IMLS. Visual collections are expanding, so we need trained people to handle them. Laurie Baty said we should look at people working in image collections already and what they're looking for in new hires. Ricky responded that this angle has already been explored. He also said they haven't defined young professionals yet.

Finance Committee report: The Web domain costs money. We used to sell T-shirts to raise money, and now we're thinking of raising advertising revenue. Having a position of treasurer would require a change in the bylaws.

Report on plans for the next Mid-Winter meeting: Chair-elect David Haberstich announced that the next Mid-winter meeting will take place in Pittsburgh, Pa., and asked Miriam Meislik to report on her efforts as host. She has found a house which attendees will jointly rent. The cost to attend would be \$200-250 for four nights. Miriam expects to arrange local tours for meeting attendees, as well as a dinner with local archivists. The meeting will probably be held the third week of February to the first week of March, and will feature communal meals.

Presentation: Given by photographer Seth Munchai, whose work is in many collections. He is President of the New Orleans Photo Alliance, and is pursuing a project at the New Orleans Museum of Art, involving issues of home, memory, etc. His background is in painting, but he learned photography by using EMBARK to scan slides.

Notes from the presentation concerning the activities and photographic collections of the New Orleans Museum of Art, including images shown: Seth discussed the work of Jules Lyon, a free man of color, who came from France to New Orleans, and returned to Paris to learn photography from Daguerre.

The photography department was founded in 1972. They hired Seth recently, because he couldn't say no. They have a grant to digitize their entire collection (of photographs?) in two years. Photo curators Ron Tood, Tina Freeman from 1972-1983. They have the largest collection of Andre Kertesz postcards. Johann Hagemeyer's photograph of Edward Weston. There are many collectors in New Orleans. Early Fox Talbot. They have a Munkascy print that inspired Cartier-Bresson to become a photographer. Russell Lord is current film curator. Other curators of photography were Nancy Barrett, 1983-1993, and Steve Maklansky followed.

Renowned New Orleans photographer Clarence John Laughlin was also an important donor of works, including Hans Bellmer's "Poupee," a Magritte photograph, and Man Ray's photograph of Nusch Eluard. Maklansky loved figurative work and modern photography, also E.J. Bellocq. Additional gifts from Laughlin were described.

Diego Cortez was curator from 2008-2010, now it is Russell Lord, 2011-present. His background is in 19th century. Seth showed an albumen print from Thailand, work by Lilienthal, a 19th century New

Orleans photographer, and a daguerreotype by Felix Moissene, who was established in New Orleans, went to New York City, then returned to New Orleans.

Announcements:

- Programs for 2014 meeting: We are seeking presentations from regional meetings.
- Utah State Archives & Records Service, Nov. 13-15, Salt Lake City, on best practices.
- *Descriptive Cataloging of Rare Materials / Graphics* will come out soon. It will be on Cataloguer's Desktop. An interim PDF is available.
- LC cataloging.
- Exhibit at University of Hawaii.
- Laurie Baty announced that James Eason could not attend the Annual Meeting because his mother is very ill. James is a former chair of the Section and remains very active in the group.
- Gerri Schott will do judging again.

Breakout Groups: Due to insufficient time, we were unable to organize the “breakout” group discussions originally planned for the meeting. The subjects would have related to the “tip sheets” discussed at the Mid-Winter meeting.

Adjournment: On time

Roundtable Annual Reports

Architectural Records Roundtable (Liaison: McCrea/Mangiafico)

Officers:

- | | |
|--|-----------|
| • Sherrie Bowser, Virginia Tech, (Co-Chair) | 2011-2013 |
| • Dana Lamparello, Illinois Institute of Technology (Co-Chair) | 2012-2014 |
| • Kate Rogge, Franklin County Historical Society (Web Liaison) | |

Report from annual meeting:

Number of attendees: 25

Election results:

Katie Pierce Meyer
Junior Co-Chair
August 2013-August 2015
Doctoral Student, University of Texas at Austin

Sherrie Bowser
Steering Committee member
August 2013-August 2015
Special Collections Archivist, Virginia Tech University Libraries

Wendy Hagenmeier
Steering Committee member
August 2013-August 2016
Digital Collections Archivist, Georgia Tech Archives

Nathaniel Parks
Steering Committee member
August 2013-August 2014
Assistant Archivist, Ryerson & Burnham Archives at the Art Institute of Chicago

Summary of meeting activities: Meeting agenda and minutes are attached.

A substantial part of the Roundtable meeting was spent in an open discussion with the attending members regarding the recent member survey results and the future direction of the CAD/BIM Taskforce. Overall, the group believes that ARR should be doing more to engage the architecture and design community, especially in recommending best practices for born-digital design records collecting and management. The group also agreed that we need to improve our outreach to a more general archivist audience through education sessions and better overall visibility. The final half of the meeting was devoted to short presentations by a number of Roundtable members on the topic, "Access to Architectural Records." We asked our members to be creative in interpreting "access" and encouraged them to present projects at any stage of development. Below is a list of the projects presented. The Roundtable is grateful for audiovisual support from SAA, which greatly enhanced the value of these presentations. Because architectural collections are largely comprised of visual materials, these projects are much more easily reported on and discussed when we are able to view images.

- a. "Chicago Collections Consortium: planning a local web portal", Nathaniel Parks, Assistant Archivist, Ryerson & Burnham Archives, Art Institute of Chicago
- b. "British Architectural Library Outreach/Archives Updates", Kurt G. F. Helfrich, Chief Archivist and Collections Manager, British Architectural Library, Royal Institute of British Architects
- c. "The Mohamed Makiya Archive: Access Issues", Betsy Baldwin, Project Archivist. Mohamed Makiya Archive, Aga Khan Program for Islamic Architecture Documentation Center, Massachusetts Institute of Technology
- d. "The Gray Binder Project: Not a 'black-and-white' approach to legacy finding aid conversion", Dana Lamparello, Archivist for Architectural and Visual Materials, Chicago History Museum
- e. "Documenting Modern Living: Digitizing Miller House and Garden", Jennifer Whitlock, Archivist Indianapolis Museum of Art
- f. "Confronting complexity: Understanding and visualizing Charles W. Moore at the Alexander Architectural Archives", Katie Pierce Meyer, Doctoral student, School of Information, Project Processor, Alexander Architectural Archives, The University of Texas at Austin
- g. "Dedicated and Rededicated: Architecture and the Archives at the University of Arkansas", Joshua Cobbs Youngblood, Special Collections, University of Arkansas

Completed projects/activities:

- The ARR bylaws were drafted in 2013 and approved at our annual meeting on August 14, 2013. SAA Council approved the bylaws on September 30, 2013.
- Kate Rogge helped the co-chairs consolidate content found on the old and new ARR websites. The old website was removed from the Web and all updated content can now be found in one place: <http://www2.archivists.org/groups/architectural-records-roundtable>. We also added new sections related to the CAD/BIM Taskforce and our bylaws.
- In an effort to better understand and meet the needs of ARR members, the co-chairs designed a brief member survey using survey monkey. The survey ran through May 2013 and we received approximately a 10% member response rate. Please see the attached member survey report for further details.

- Our endorsed session proposal for the 2013 SAA Annual Meeting, “OMG There Are So Many of Them: Designed Tools for Access to Visual Materials” (Waverly Lowell, chair), was rejected for being “too niche” and not having a broad enough draw. The members of ARR feel strongly that this is not true of architecture-related topics, and the co-chairs expressed these concerns on their behalf to the incoming SAA vice/president/president elect, Kathleen Roe. In an email, we asked for her help in spreading the word about how ubiquitous the issues surrounding architectural records really are. To date, we haven’t yet received a response.
- Taking into consideration the feedback we have received from the program committee in previous years, the new co-chair made the final decision to endorse two sessions that are relevant to our members but that also have value to the broader SAA audience:
 - “Software preservation network: ensuring long-term access to proprietary file formats” is a well-organized submission that points to scalable solutions. Proprietary file formats is an issue of major concern in the architectural records community, but one that is shared with many communities within SAA.
 - “Archivist! Data Librarian! Asset Manager! Do the differences really matter?” brings together information professionals in an effort to share insight and collaborate across institutional and professional boundaries in ways that are important to provide access to materials.
- The co-chairs arranged for an ARR member tour of the Historic New Orleans Collection on August 14, 2013. The program included an introduction to the Williams Research Center (WRC) and its adjacent campus of buildings, a “show and tell” of the architectural record collections held in the HNOC, and a brief demonstration of the architectural inventory known as the Vieux Carré Survey, which was recently converted to a digital database. Members were invited to a lunch at the Chartres House following the tour.

Ongoing projects/activities: At our 2012 meeting, ARR members organized the CAD/BIM Taskforce to document current practice in the field for ingesting and preserving CAD and BIM digital objects. Twenty-five Roundtable members volunteered to serve on the task force. Inés Zalduendo, Special Collections Archivist, Harvard University Graduate School of Design, Special Collections, Frances Loeb Library and Aliza Leventhal, MIT Museum and Simmons College, continue to serve as co-chairs. Attached is the Taskforce’s year one report. In the coming year, the task force plans to build upon the bibliographic resource to include references that address curatorial and legal issues, as well as plan to connect with the 3D printing community, whose work regarding interoperable file formats may be useful to managing born-digital design records.

2010-2013 Strategic Priority - Technology initiatives:

- Encourage member involvement with CAD/BIM Taskforce.
- To provide an effective online mechanism to share news and information about existing or developing best practices and standards, the ARR is creating a wiki for members to share information specifically on architectural records and archival practice. It is an online space to contribute best practices and report on developments at other conferences and in related communities. One section of the wiki will be devoted to the CAD/BIM Taskforce.
- The ARR encourages members to develop and share their technology expertise and actively participate in other communities to learn from their experience with digital records, including GIS and gaming communities.

2010-2013 Strategic Priority - Advocacy/Public Awareness initiatives: Through endorsements of sessions that are relevant to our members but that also have value to the broader SAA audience, we aim to bring architectural records archivists into conversation with others in related fields. The goal is to examine common problems and share knowledge across professional boundaries, which we believe will help develop ways to express the value of archives to broader audiences.

Initiatives associated with the new 2013-2018 Strategic Plan: In order to understand and meet our members' needs, the ARR conducted a survey in May 2013. In response to results from the members survey and feedback from members in the annual meeting in August, the ARR is exploring ways to engage architectural practitioners, advocate for value of architectural materials, and guide best practices for the collection and preservation of architectural archives. An online resource was suggested that would allow members to contribute and stay abreast of the work of their colleagues and we are constructing a wiki that will be a collaborative tool for members to share information. The goal is to create an opportunity to enhance the professional growth of ARR members by providing information and a place for members to participate in advancing the field.

Architectural Records Roundtable
Annual Meeting Minutes
Society of American Archivists Annual Meeting
New Orleans, Louisiana

Date: August 14, 2013

Time: 5:15 – 7:15 PM

Attendees: 25

Welcome – introductions by Sherrie Brower and Dana Lamparello

SAA Council Liasion, Donna McCREA reported on a few items from Monday's council meeting:

New Strategic Plan (2013-2018): goals have been approved and key performance indicators have been developed. She thanked members for feedback. Specific individual specific proposed actions have been drafted. She invited member participation in the strategic feedback forum, to be held

Thursday, August 15, 2013.

Annual Meeting Task Force and Communication Task Force have submitted reports to the SAA Council, which will hopefully result in positive changes. While not finalized, some possibilities include:

- New types of sessions, times/amounts of session
- Educational session(s)
- Webmaster has been hired
- Mobile app is new

More changes may be coming in terms of communication

Committed to continual improvement based on feedback and to changes to ways of communicating

International Council on Archives (ICA)

SAA is a member, interested in doing more, seeing more at international level

SAA will pay for someone to attend – sponsoring someone to attend

Committee on Advocacy and Public Policy has just formed and will send out call for volunteers. The committee is focused on public policy aspects on advocacy.

ARR Business Meeting

Election Results

Katie Pierce Meyer elected junior co-chair for 2013 to 2015. Katie is a doctoral student and project processor at the University of Texas at Austin.

Sherrie Bowser, the outgoing senior co-chair has been elected to a two-year position on the newly formed steering committee. Sherry is a special collections archivist at Virginia Tech University Libraries.

Wendy Hagenmeier, digital collections archivist at Georgia Tech Archives, has been elected to a 3-year position on the steering committee.

Nathaniel Parks, assistant archivist at the Ryerson & Burnham Archives at the Art Institute of Chicago, has been elected to a one-year term on the steering committee.

SAA Session Proposals

Co-chairs reported that sponsored session for SAA 2013 were considered "too niche" to appeal to the SAA audience and that future sessions. Addressing oversized and digital materials may have broader appeal. There was some concern over changes to the program but perhaps it is possible that sections and roundtables could each get a session. Donna McCREA responded that the council would like presentations to happen at the session and roundtable and there has been no discussion of decreasing the sessions. Members proposed making it clear that we are not so "niche," seeking more sponsorship and/or joint proposals with other groups (Electronic records, Visual materials).

CAD/BIM Task Force

Tawny Ryan Nelb suggested starting a CAD/BIM Task Force and a call for participation went out in October 2012. Twenty-four members responded.

Dana Lamparello read a report by Eliza Levanthal and Inez Zalduendo on the task force, which focuses on the legal, technological, and curatorial issues with CAD/BIM records. Together they have compiled an internationally representative bibliography that is available on the web site: <http://www2.archivists.org/groups/architectural-records-roundtable/cadbim-taskforce>.

Next steps include:

1. Continue developing the bibliography – curatorial, legal issues
2. Follow the 3D Printing community's interest in interoperable file formats
3. Exploring the differences between CAD and BIM
4. Develop COPAR type model to engage larger taskforce

ARR members responded to the report, stating that international involvement is key to the issues with CAD/BIM records and that ICA should be involved. RIBA is bringing in experts on BIM. It was noted that this is a records management issue within architectural firms. The contextual of BIM records is challenging and how to preserve databases of records is part of the problem. One member brought up GIS records as related material.

ARR Member Survey report

Co-chairs reported the results of the survey conducted May 2013 (see attached)
Members = 376, 36 completed survey – 9.6% response rate

Discussion:

One question raised issues in the discussion about the level of engagement between the roundtable and others, such as members of the architecture and design community? Ardis Kozbial noted that in the past, ARR had a session with archivists and architects. Members suggested that the group try to engage: Firms/partnerships

- Architecture museum groups
- Preservation specialists
- Engineering/construction practitioners
- Records managers
- BIM specialists

Members identified issues with having to choose between attending SAA and other various conferences:

- ARMA
- SAH

Perhaps ARR members who attend other conferences could report back to ARR members.

In terms of what ARR should seek to accomplish in the future, members identified several areas of interest:

- Guiding best practice – archival description, digital records
- Advocacy – care and value of architectural materials
- Engaging other archivists, broader audience
- Facilitating use studies – standardized tools – recording and reporting institutional use metrics

PechaKucha Presentations

- a. "Chicago Collections Consortium: planning a local web portal"

Nathaniel Parks
Assistant Archivist
Ryerson & Burnham Archives
Art Institute of Chicago

- b. "British Architectural Library Outreach/Archives Updates"

Kurt G. F. Helfrich
Chief Archivist and Collections Manager
British Architectural Library
Royal Institute of British Architects

- c. "The Mohamed Makiya Archive: Access Issues"

Betsy Baldwin
Project Archivist. Mohamed Makiya Archive
Aga Khan Program for Islamic Architecture Documentation Center.
Massachusetts Institute of Technology

- d. "The Gray Binder Project: Not a 'black-and-white' approach to legacy finding aid conversion"

Dana Lamparello
Archivist for Architectural and Visual Materials
Chicago History Museum

- e. "Documenting Modern Living: Digitizing Miller House and Garden"

Jennifer Whitlock

Archivist
Indianapolis Museum of Art

f. "Confronting complexity: Understanding and visualizing Charles W. Moore at the Alexander Architectural Archives"

Katie Pierce Meyer
Doctoral student, School of Information
Project Processor, Alexander Architectural Archives
The University of Texas at Austin

g. "Dedicated and Rededicated: Architecture and the Archives at the University of Arkansas"

Joshua Cobbs Youngblood
Special Collections, University of Arkansas

Architectural Archives Roundtable

Member Survey Report

2013

In an effort to better understand and meet the needs of the Architectural Records Roundtable's (ARR) diverse members, as well as to give ARR's newly elected steering committee some direction, co-chairs Sherrie Bowser and Dana Lamparello conducted a brief member survey using Survey Monkey in May 2013. The survey, comprised of nine questions in total, was sent to members via the ARR listserv on May 6, 2013 and closed on May 31, 2013. Out of 376 members, 36 people responded, which is roughly a 10% response rate—the average rate for most external surveys. The following report summarizes the survey results.

QUESTION 1: Please specify which working environment best describes your setting:

- Academic Archive** - 33.33% / 12 responses
- Museum or Museum Archive** - 19.44% / 7 responses
- Private Special Library or Archive** - 11.11% / 4 responses
 - Membership Institute with library and archives collections)
- Government Archive** - 8.33% / 3 responses
- Business, Organization, or Design Firm Archive** - 5.56% / 2
 - Technically 3 – one “other response” wrote Corporate Archives
- Independent Consultant** - 0%
- Non-Archival or Library setting** - please specify below - 2.78% / 1 response
 - Small college library
- Other** - please specify below / 6 responses
 - Physical plant of a university
 - Non-profit Religious Archive
 - Database Vendor
 - Public Library
 - University Facilities Library (records management)
 - Private collection

It is interesting to note that the majority of ARR members come from an academic archive, but the results do indicate that members span a fairly wide variety of environments, some not so obviously related to architectural records such as a religious archive and private collection.

QUESTION 2: In relation to your position's total workload, what percentage of your time is spent working with architectural materials?

The average time reported by Roundtable members was 43%. However, the overall responses ranged from 0% to 100% indicating that we have a diverse membership in terms of interaction with architectural records and this will need to be considered when crafting future Roundtable strategic plans and in generating reference and resource materials.

QUESTION 3: In your particular setting, what is your greatest need related to the management of architectural records? (Some examples may include better climate control, more room for storage, or digital preservation education.)

All 36 people responded to this question. The most common answer was space and storage (in terms of both climate and housing), but all sorts of digital issues like digital preservation, born-digital appraisal, and digital access (including cataloging, digitization, management) ran a close second. Staff, time, and eliminating backlog were also identified as significant needs. Two respondents mentioned needing reliable vendors for supplies, which the co-chairs believe could be added as a section on the ARR website or new wiki. Other interesting responses included the following:

- “There is still too large a focus on the design portion of architectural records. My greatest needs are resources surrounding construction/assembly and modern use studies of project records.”
- “...Retention policy laws; risk management as it relates to architectural drawings; digital management and versioning of drawings”

The richness of these responses will allow the new steering committee to better plan the future direction of ARR and educational programming.

QUESTION 4 :If applicable, please list your top 3 e-resources (blogs, twitter feeds, websites, listservs, etc.) related to architecture or architectural materials. Non-academic (but professionally executed) suggestions are welcome!

Websites, listservs, and blogs are the primary e-resources (receiving a combined 75% of the vote) that the Roundtable membership uses to stay current on architecture or architectural related materials. Some examples include, HAARGIS (Illinois Historic Architectural and Archaeology Resources Geographic Information System), Library of Congress: the signal (not architectural, but informative in realm of digital preservation), CFTA listserv, Modernica (<http://blog.modernica.net/>), 99% invisible podcast by Roman Mars (<http://99percentinvisible.org/>), The AIA Historical Directory of American Architects, and Curbed Chicago (for current local architecture, development and urban design news). Other examples mentioned the ARR website and listserv, indicating that the ARR website continues to be valuable tool for Roundtable promotion and resource distribution. Non e-resources also exhibited a strong presence with other professionals/networking and printed literature receiving 16% of the vote reminding us that not everything is digital.

QUESTION 5: SAA is now allowing sections and roundtables to use social media. Would you like to see the Architectural Records Roundtable create any of the following accounts to increase our visibility and means of sharing information?

Select all that apply:

- Blog** - 61.29% / 19 responses
None - 35.48% / 11 responses
Facebook account - 32.26% / 10 responses
Twitter account - 19.35% / 6 responses

While blogs seem to be the clear winner, it is telling that “none” was the second highest response. Many of the respondents commented that any social media initiative that ARR undertakes needs to be well executed. A neglected or half-effort blog is not worth doing.

QUESTION 6: What architecture-related topics would you like to see covered in SAA's pre-conference educational workshops?

More Product, Less Process (MPLP) for architectural and other visual materials

Digital preservation for architectural and other visual materials

Architectural collection appraisal and assessment

Architectural material format identification

Physical preservation for architectural and other visual materials

Other (please specify)

Out of the 5 provided choices, ‘Digital preservation for architectural and other visual materials’ received the majority of the votes while the other choices ‘More Product, Less Process (MPLP) for architectural and other visual materials,’ ‘Architectural collection appraisal and assessment,’ ‘Architectural material format identification,’ and ‘Physical preservation for architectural and other visual materials’ finished roughly even with one another. Indicating that there is a need for education in both basic architectural records archival practice and the big unanswered question in profession ‘What do we do with born digital architecture files?’ These findings echo back to Question 2’s results regarding the diversity of Roundtable membership between those who devote a portion of their time to architectural records versus those who work with architectural records full time.

QUESTION 7: Are you satisfied with the level of engagement the Architectural Records Roundtable has with outside communities such as architecture and design practitioners? YES/NO

Yes - 56.67% / 17 responses

No - 43.33% / 13 responses

Most comments were “I don’t know”

QUESTION 8: If not, who should we be engaging more and what could we be doing differently?

A follow-up to question 7, this question prompted confusion because the majority of respondents were not sure about our level of engagement with outside communities and it turns out that the survey creators weren’t either. We did receive some good feedback, however, and some potential outreach partnerships include architectural firm’s records managers and staff, architecture museum groups, and other architectural organizations such as AIA, AIA regional groups, RIBA, ICAM, and ICA-PAR.

QUESTION 9: Finally, what would you like to see the Architectural Records Roundtable accomplish in the future?

This open-ended question yielded 22 interesting responses. Most comments centered on best practices regarding born-digital records and advocacy for architectural records care in general. The two most enlightening comments, however, are as follows:

- “I would like to see ARR become an invaluable source of information on the appraisal, use, and preservation of architectural records. Processing (arrangement/description) architectural records is not so radically unique that we should devote any more time to it. Increasing best practices for architectural records appraisal, informed by use and increased knowledge of the entire AEC record, will facilitate much smoother processing and will result in better, more accessible collections. Facilitating and encouraging the study and reporting of use data is essential to archives, but I have seen little regarding users of architectural records especially in the last 10 years or so. Perhaps an initiative to facilitate a multi-institutional architectural records usage study would be something ARR could accomplish? Perhaps assisting in creating standardized tools for recording/reporting institutional use metrics? Finally, while there have been and continue to be quite a few resources on preserving physical architectural records there is still a finite amount of information on preserving digital records. The CAD/BIM taskforce is doing an excellent job of assembling what exists currently, but it would be helpful to see more examples of what is realistically doable if you don’t work at Harvard, Oxford, LC, MIT, etc. Possibly

soliciting case studies on how your average repository has been able/unable to implement these recommendations would be a useful addition?"

- "I'd like to see ARR be more engaged with 'generalist' archivists, offering its expertise as a resource, and not be limited to a roundtable of practitioners who specialize in architectural records. I personally am not an 'architectural' archivist and when I was faced with processing a collection of 19th-century drawings, I desperately sought resources to guide my work. There wasn't much available...anywhere. I feel that ARR could be a great leader for other archivists to look to when facing similar circumstances."

CAD BIM Taskforce Report / July 30, 2013

This report outlines what the CAD/BIM Taskforce has accomplished since its inception, a couple of months after last year's SAA annual meeting; and what we envision as possible threads for further research and collaboration.

Within the SAA's Architectural Records Roundtable, the CAD/BIM Taskforce co-chairs, Aliza Allen Leventhal and Ines Zalduendo, with the help of Tawny Ryan Nelb, opened communication with the larger roundtable community in late October 2012, asking for interested members to join the taskforce, and setting out a general plan of inquiry into the CAD/BIM question (email text attached). The initial email received a response from 24 members showing interest in participating in the discussion (participating members listing attached) and outlined the CAD/BIM question within three main categories of concern: legal, technological, and curatorial issues.

The co-chairs set about addressing those issues by first compiling a bibliography of existing reports, studies and projects related to archival issues related to CAD/BIM technology. The scope of this research was internationally based, though limited to resources in English. A total of 13 projects and reports were identified in this preliminary research (bibliography attached). Given the nature of projects being funded, the bibliography is heavily weighted towards technological issues. The bibliography was shared with the entire taskforce in early 2013, at which time feedback and additional community knowledge was solicited. This report has since been shared throughout the archival community, both domestically and abroad. Although it will inevitably need to be updated as technologies evolve, we trust it may already serve as a source of reference for our community.

Building upon the bibliographic reference, Aliza Leventhal submitted a proposal for the 2013 Imaging Science & Technology, Archiving Conference to present on the motivation and formation of the CAD/BIM Taskforce within SAA and its areas of concern (paper attached). This paper was submitted in hopes of engaging with a broader, but still like-minded, community. The presentation of this paper at the April 2013 conference in Washington D.C. was well received and incited lively discussion about potential areas for further study, including engaging with the "cutting edge" community of 3D printing.

When first discussing the original plan a survey among colleagues and peer institutions seemed a propos. Because a parallel study, in the form of a survey, by Anne Barrett was taking place at the time, it seemed to us that an additional survey could be received as redundant. The survey is not readily available, but her thesis is:

http://dc.lib.unc.edu/cdm/ref/collection/s_papers/id/1995. However, building upon that existing survey, a broader survey encompassing the legal and curatorial issues could be developed should the roundtable believe it would bring added value to the conversation.

Since April 2013, the co-chairs have been debating how to best engage and utilize the resources of the larger task force. With the bibliographic resource, the knowledge of what is

happening within the archival community allows the taskforce to move forward into new frontiers of research and conversation facilitation. Furthermore, the notion of “trusted digital repositories” and the OAIS reference model seems to be taking hold of the archival community, and it may be worth considering in parallel to the discussion of digital preservation management with that of the specifics of CAD/BIM collection and preservation for digital architectural records.

We think it is important not to lose sight of the broader picture: the collection, description and preservation of born-digital architectural records not only has to do with technological issues, but also how these technological issues impact our traditional roles as curators of collections. A possible framework for a broader discussion of born-digital architectural records may have to take into account not only technological issues, but legal and curatorial issues as well.

There are numerous potential next steps for this taskforce, on which the co-chairs are open to suggestions, questions, and collaboration with the larger community.

1. Build upon bibliographic resource, which is predominantly technologically focused, to establish a comparable source of reference addressing the curatorial and legal issues with CAD/BIM files, be it through a bibliography or through a session with a call for papers and discussion at next year’s conference that we can facilitate.
2. Follow the 3D Printing community’s interest in interoperable file formats, and most notably their movement away from subtractive file formats (STL) towards additive file formats (AMF/AML)
3. Exploring the differences between CAD and BIM, investigate the communities using these products, what they require for the long term use of their files, and conclude whether the archival community should treat them as similar or diverging issues.
4. Develop a COPAR-type model to better utilize and engage the larger taskforce. This would involve establishing a clear course of action and invite taskforce members to volunteer for particular initiatives.

With those few ideas in mind and both the task force current membership, bibliography and presentation paper are available [on the ARR website], the co-chairs of the SAA Architectural Records Roundtable CAD/BIM Taskforce are excited to enter into their 2nd year, and hope to involve everyone more actively. Do let us know your thoughts and we will try to steer our taskforce in a productive collaborative manner.

Aliza Leventhal and Inés Zalduendo.

Archival Educators Roundtable (Liaison: Huth)

Officers:

- | | |
|---|-----------|
| • Cecilia L. Salvatore (Chair) | 2013-2014 |
| • Carolyn Hank (Steering Committee) | 2013-2014 |
| • Beth Davis Brown (Steering Committee) | 2012-2014 |
| • Donald Force (Steering Committee) | 2011-2014 |
| • Jinfang Niu (Steering Committee) | 2012-2014 |
| • Katherine M. Wisser (Past Chair, Steering | 2010-2014 |

Committee)

Report from annual meeting:

- Number of attendees: 30
- Election results:
Cecilia Salvatore elected chair
Carolyn Hank elected to the Steering Committee
- Summary of meeting activities:
Announcements
Michael Kurtz announced a position open at the University of Maryland, and well as other initiatives at the university.
Elizabeth Dow announced open positions (any rank) at LSU.

By-law discussion and elections

There was a discussion about whether or not we should change the draft by-laws to reflect online elections for chair and steering committee members. The roundtable agreed that online elections (as done by other roundtables) would be more inclusive than elections held at roundtable meetings. The by-laws, with the friendly amendment to change the election format were then accepted.

The change in by-laws was subsequently approved by the SAA Council on September 30.

AERI 2013 and The Future of AERI discussion

Pat Galloway reported on AERI 2013, which was held in Austin, Texas June 17-21, 2013. At the meeting there were 8 workshops, 17 paper sessions and 1 poster session. Attendance was good: 53 PhD students (14 were there for the first time), 16 junior faculty, 17 senior faculty and 9 student recruits. Participants were primarily from the U.S. but there was also a large international cohort, including individuals from China, Australia, New Zealand, South Korea, and Canada. In Boston, a “student day” was established, which entailed a whole day for students to organize and participate, including attending workshops on archival topics, pedagogy, research. In Austin, they extended the concept to faculty, using the day as a “Junior faculty day” and “Senior faculty day.” The opening night included a film show from archives. There was also “Future of AERI” discussions which fueled a full group discussion on the final day.

Anne Gilliland then spoke more broadly about AERI and the idea behind AERI to further the discussion about its future. She provided some background behind AERI noting that it was aimed at strengthening archival education and research. Eight universities have guided the development of AERI (UCLA, Michigan, Madison, Austin, UNC-CH, Simmons, Pittsburg, and Maryland) and has been grant funded by IMLS. A second round increased the focus on diversity issues as well. AERI has been hosted by several of these partner institutions. Anne Gilliland is forming a working group to talk about the future of AERI; volunteers are welcome. In particular an objective is to move away from grant funding to a sustainable model. Several issues will be addressed by this group including: issues of inclusion, funding student participation, facilitating faculty exchange, aligning AERI with other affinity efforts (AERT, ALISE, iConference, etc.). The Library of Congress’ Knowledge Navigators program was mentioned as a potential model.

AERI will be in Pittsburg in 2013, the 2nd week of July. There are a variety of scholarships available for students.

PROGRAM

Theme: Beyond the Classroom: Teaching and Learning in the 21st Century (various presenters discussed teaching and learning projects at their institution)

Imogene Smith, Project Manager, Dance Heritage Coalition.
“Teaching Students: Helping Artists: Dance Heritage Coalition’s Fellowships in Dance Preservation and Archives.”

Christine D’Arpa, Doctoral Candidate, GSLIS, University of Illinois at Urbana-Champaign
“Partnering with Archivists and Librarians to Create a Virtual Lab for an Online Class.”

Rebecca Elder, Adjunct Assistant Professor, School of Information, University of Texas at Austin
“Teaching Preservation through Community Service”

Pat Franks, Associate Professor and SLIS Internship Coordinator, San Jose State University
“Expanding Internship Opportunities through the SJSU/SLIS Virtual Internship Program”

Cal Lee, Associate Professor, University of North Carolina at Chapel Hill
“Incorporating Digital Forensics Software into Archival Education”

Danielle Cunniff Plumer, Digital Collections Consultant (dcplumer associates)
“Caring for Digital Materials (to MOOC or Not to MOOC)”

Kathy Wisser, Assistant Professor, Simmons College
“LEADS the way! A Collaboration between GSLIS Students, Faculty and the Simmons College Archives.”

Completed projects/activites: The Steering Committee endorsed two session proposals for the 2014 annual meeting: 1) “Career Paths for Digital Curators: Changing Professional Roles for Archivists,” and “A Push in the Right Direction: Expanding Models of Mentorship.” Jinfang Niu agreed to be the representative on the 2014 Student Program Subcommittee.

Ongoing projects/activities: Work to enhance the AERT microsite

New projects/activities: Increase awareness of SNAP activities and offer assistance when possible.

2010-2013 Strategic Priority – Technology Initiatives: None

2010-2013 Strategic Priority – Diversity Initiatives: Cecilia Salvatore and Deborah Torres are also serving on the Diversity Committee and are active in the “Diversifying the Archival Record” Project” of the Committee. They will continue to update roundtable on diversity initiatives.

2010-2013 Strategic Priority – Advocacy/Public Awareness Initiatives: None

Initiatives associated with the new 2013-2018 Strategic Plan: None

Questions/concerns for Council attention: None

Archival History Roundtable (Liaison: Theimer/Smith)

Officers:

Chair: Charles Dollar

Steering Committee: Su Kim Chung, Melissa Gottwald, Maura Kenny, John Legloahec

Report from annual meeting:

- Number of attendees: 16
- Election results: Elections for 2013-2014 leadership positions were held at the annual meeting in New Orleans. Elected were:
 - Chair: Melissa Gottwald, Embry-Riddle Aeronautical University
 - Vice Chair: Cory Nimer, Brigham Young University
 - Steering Committee: Alison Clemens, Beinecke Library, Yale University
 - Steering Committee: Keith Gorman, University of North Carolina at Greensboro
 - Steering Committee: Eric Stoykovich, Fold3
- Summary of meeting activities: A short business meeting was held. Updates were given on the activities of the year including a review of the new bylaws. Council Liaison Kate Theimer provided an update on recent Council business. Theimer's term is ending; our new Council Liaison Helen Wong Smith introduced herself. 2014 Program Committee member Matt Blessing provided a report on plans for the 2014 joint SAA/CoSA/NAGARA meeting and the call for session proposals. A brainstorming discussion on session ideas for meeting also took place. At the end of the business meeting, elections were held for new officers and steering committee members (results reported above). Following the business meeting was a panel presentation on Disasters and Archives.

Panel Presentation: Disasters and Archives

As SAA returns to New Orleans for the first time since Hurricane Katrina, the reality of how disasters can affect archives and the historical record is in the minds of many archivists. Speakers will discuss the effects of past disasters as well developments and practices that have come about, in whole or in part, in response to disasters or potential disasters. Robert Riter (University of Alabama) will discuss documentary editing as an early effort to disseminate records to safeguard against loss in fire or natural disaster. John Legloahec (NARA) will share lessons learned from the 1973 National Personnel Records Center fire and how the fire has impacted the reference function at NARA. Forrest Galey (Mississippi Department of Archives and History) will discuss recovery efforts after Hurricane Katrina as well as collaboration and work to improve emergency preparedness that has followed from Katrina.

Panel Participants:

- Melissa Gottwald (chair), Embry-Riddle Aeronautical University
- Forrest Galey, Mississippi Department of Archives and History
- John Legloahec, National Archives and Records Administration
- Robert Riter, University of Alabama

Completed projects/activities: Bylaws were created for the roundtable. The bylaws were approved by the membership in an on-line referendum held in June.

New projects/activities: Planning began for a member survey to learn more about member interests and provide direction for roundtable activities. We expect to conduct the survey in the first part of 2014.

2010-2013 Strategic Priority – Technology Initiatives: n/a

2010-2013 Strategic Priority – Diversity Initiatives: n/a

2010-2013 Strategic Priority – Advocacy/Public Awareness Initiatives: n/a

Initiatives associated with the new 2013-2018 Strategic Plan: n/a

Questions/concerns for Council attention: none

Archives Management Roundtable (Liaison: Kaplan)

Officers: Mott Linn, Chair
Sheryl Williams, Vice Chair
Ann Case, Secretary
Alexandra Gressitt, Immediate Past Chair
Katherine Crowe, Steering Committee Member
Daria D'Arienzo, Steering Committee Member
Lynn Eaton, Steering Committee Member
Susan Malbin, Steering Committee Member
Katie Nash, Steering Committee Member
Linda Whitaker, Steering Committee Member
Kate Rogge, Web Liaison

Report from annual meeting:

- Number of attendees: 58
- Election results: Mott, Sheryl, and Ann were reelected as officers. Lynn, Susan, and Linda were elected to the Steering Committee.
- Summary of meeting activities: attached

Completed projects/activities: As is typical we had a number of session proposals for the SAA meeting and selected two for endorsement. We created and instituted bylaws.

Ongoing projects/activities: [none submitted]

New projects/activities: [none submitted]

2010-2013 Strategic Priority – Technology Initiatives: We will continue having online elections next year.

2010-2013 Strategic Priority – Diversity Initiatives: We will continue our work on accessibility issues in archives.

2010-2013 Strategic Priority – Advocacy/Public Awareness Initiatives: Advocacy and public awareness of archives remains a significant concern to archives managers and, as a result, this roundtable. The program part of the roundtable's annual meeting this year was about advocacy.

Initiatives associated with the new 2013-2018 Strategic Plan: As archival managers we are particularly concerned with advancing the field. In the past few years we have been a part of the approval process for three standards or guidelines. We are very interested in advancing more standards because they guide managers of archives in making wise decisions. We are also interested in enhancing the professional growth of ourselves and those who report to us in our home archives. As a result, we see that as another important area. One of the session proposals that we endorsed for next year's annual meeting was about professional growth.

Questions/concerns for Council attention: [none submitted]

ARCHIVES MANAGEMENT ROUNDTABLE ANNUAL MEETING - AUGUST 14, 2013

The meeting commenced at 5:16 with Mott Linn welcoming everyone. He then introduced Beth Kaplan, our liaison to Council, who gave us a summary of Council's recent activities.

After congratulating us for having written and approved our bylaws, Beth reported that SAA has a new strategic plan to guide us for the next 3 to 5 years. The Strategic Plan has been posted on the SAA website, and comments are still being taken. Advocacy is the first goal in the Strategic Plan. To that end, an Advocacy and Public Policy Committee has been established.

Council has adopted a set of principles and priorities for continuously approving the annual meeting. This came out of the Annual Meeting Task Force. It's encouraging that the Council accepted and intends to act on the recommendations of the Annual Meeting Task Force.

The Communications Task Force just concluded its work and the Council accepted its recommendations and will be implementing those.

Other topics in the Strategic Plan include enhancing professional growth, advancing the field, dissemination of knowledge, and meeting members' needs, or trying to make SAA what its members want it to be.

There is opportunity for the Archives Management Roundtable to think about how our work aligns with those goals. If any ideas arise from this group about things that we'd like to do this year, let the Council know.

Mott thanked Beth for her summary, then introduced the theme of the Program portion of the meeting, "Show Me the Money: Fundraising Basics for Archivists." While it's important for archivists to know the basics of fundraising, fundraising is not often taught in archives programs, nor talked about in archival professional meetings. The speakers at the meeting, representing a variety of institutions, gave their own advice, garnered from years of experience. Themes included why it is important for an archive to expand its number of donors, methods for growing a donor base, ways to keep donors engaged, and how to interact with a Friends group.

Gerrianne Schaad, director of Dickinson Research Center at the National Cowboy and Western Heritage Museum, convinced the group that "Everyone's a donor! (They just don't know it yet)."

The main bullet points were:

- 1) Have an Elevator Speech prepared that takes 90 seconds or less. Sometime you know who you're talking to, and you can tailor your speech to their interests. If you don't know who your audience is, and don't know who or what they know, be prepared to tell them what you do and why it is important. Even if they may not be able to offer anything themselves, they can tell someone else who is in a position to become a donor.
- 2) Have small projects to offer that can be completed for \$3000 to \$5000, such as hire a student for a summer or finish a project. That amount is affordable for many people, and the projects can usually be completed quickly. Then write to the donor at the completion of the project, tell them what was accomplished, and perhaps they'll be inspired to give you more money.
- 3) Social media reaches a lot of people. People with collections can become aware of your institution through social media programs like History Pin and local tourism apps. Think outside the box to draw in donations of items for your collection, money to process, or even the time of volunteers or docents. Just to find a way to get the word out.

Question — How do you fight the perception that their donation will sit for five years before it's used? You can't say "if you don't give, will sit for five years" because that may turn people off.

Answer -- Know your donors; talk and listen, and gear your answers to them.

Question — How large was your most successful 'get'; what size of collections, and what types of organizations does this work with?

Answer - - Personal papers, business records.

Question — Do you create publicity packet to hand out to donors?

Answer - - no, Development offices at universities do that type of thing, but at her museum, there is a huge variety of folks who come in so one size does not fit all.

Question — Do you have an understanding with your development officer about what you can do?

Answer - - actually, Gerri has more experience at fundraising than the museum's current development officer (whose experience is in Athletics, which is very different from museums), so there has been little that he can contribute towards her particular needs.

Comment — One member's university has an advisory committee of librarians, archivists and staff members to advise the development officer of their needs because they are so different than other constituents within the university.

Answer - - it is true that development officers may have different standards for different constituents; perhaps the development officer is not interested in obtaining small donations because he is unaware of how useful even a small donation can be. The more you can educate the development officer to your needs, the better.

Maija Anderson, Head of Historical Collections and Archives, Oregon Health & Science University, told the group to "Just Say Yes: Raising Private Funds for Digitization Projects"

The main bullet points were:

- 1) Leave negativity in the office and learn creative ways to say “yes, if...” rather than “no, because...”.
There are lots of sources of money out there for digitization. Most people have heard of the public programs to fund processing and digitization projects for archives. While they can offer big awards, the competition can be tight, and the restrictions can be stringent. But there are many private sources, like individuals, businesses, and private non-profits, with money to offer. Donors can be engaged with your mission and matched to appropriate projects.
- 2) With private donors, you have flexibility on how to structure your project and target the collections you want to pitch. Private funding can be a great option for supporting collections that are of local or specialized interest (which are less likely to be attractive to public agencies), and you can structure your project in almost any way that works best for you, your donor and financial overseers.

Maija offered a case study of a privately funded archival processing project performed at Univ. of Chicago's Special Collections Research Center from 2005-2010: Hyde Park Historical Society Collection, a heavily-used collection consisting of 189 linear feet of mostly unprocessed material dated 1830-2009, related to the development of the university neighborhood. There was a decades-old agreement that the center would provide space and reference and access and services, but that the collection would remain the property of the Society. Not surprisingly, there was no provision for who would pay for or provide the processing. Periodically the Society asked why their collection had no finding aid, no acid-free boxes, and how it could be better organized. The Collection always replied that there was limited staff time and resources to spend on a collection that they didn't own.

When the Society appointed an energetic liaison for their archives program who was interested in having the collection processed, rather than saying, “No, because...”, the center said “Yes, if...” and presented a one-page proposal that established a time line and a budget for doing basic MPLP processing of the collection, accounting for staff time (a graduate student) with Center-provided archival supervision. They were pleasantly surprised when the Volunteer raised the five-figure budget amount within several months. The project was completed on time and on budget. Open houses were held throughout the project so donors could see the progress, and then to celebrate its completion. After the success with this project, the Center applied the same model to other unprocessed collections that had been deposited with them, successfully. The donors were impressed with how quickly the work got done; they loved meeting the archivist and the student and the fact that they had created a job for a student, and they loved the final product and having the EAD finding aid available online.

Maija said that archivists who are new to fundraising and who are uncomfortable asking for money should know that no donors were ever offended by being told that it would take money to process their collections.

Maija then told about a second case study, for a digitization project in 2010, where she worked at the Health Historical Collections and Archives at Oregon Health and Science University, Portland, Oregon. Fundraising was an expectation of the position. A faculty member was interested in the development of Starr-Edwards Heart Valve, the first successful artificial heart valve, which had been developed at their medical school from 1958-1960. He discovered the charitable arm of Edwards Life Sciences, which was founded by one of the co-inventors of the Starr-Edwards heart valve. The faculty member pushed for her to apply for it, so she drew up a proposal for a small digitization project which also contained a processing component, focused on photographs and artifacts related to the Starr-Edwards valve. She fitted the proposal to the parameters of the Edwards Life Sciences Fund, focusing on Edwards as a businessman and on the value of the collection to educate the public about the history of cardiology, and she received the grant. She then worked with an archivist and a student worker to execute the project over a six month period.

Tips and lessons learned:

- 1) Everyone's a donor or a future donor; everyone you encounter represents an opportunity, so forget preconceived notions of what a donor looks like, who has how much money or who may be interested in your institution.
- 2) Make the project meaningful to the donor. Start with the donor rather than the project: look for any meaningful collections that need processing and digitizing, and then ask the people who are clamoring to use the collections if they have any ideas on how they can help to raise the money to make that happen.
- 3) Eliminate jargon and technical language from the dialogue that you have with donors. Be clear about what you're going to do with their money (e.g., "organize and preserve", rather than "process" or "arrange and describe") so they understand what they're paying for.
- 4) Realize that what's important about the project to you may not be interesting or impressive to the donor. Pitch the project so you will accomplish your goals, but make the donor's wish the grand finale.
- 5) Take the lead in defining the project. Explain what is possible to the donor; give them a well-scoped project proposal so the limits are defined. Integrate the donor's ideas to make them feel included, but if additional requests are getting expensive or are becoming outlandish, you can point to the proposal.

Rather than saying "no" to the new requests, say "yes, we can add this to the project if you can help us to raise the additional funds." Be clear about the expected outcomes with your donors to avoid misperceptions about who is in charge and what is going to be done. Donors can become involved by consulting with them on the content of the collection, and have them help you plan events and communicate to constituents.

- 6) Cover your bases with administrators and development staff to ensure that you are following the correct financial procedures and policies for your institution, and to ensure that whatever relationship you establish with a donor is in coordination with any other existing relationship that your institution is trying to cultivate; you are not competing with them.

7) Find your own donors; don't expect the Development Officer to find them for you.

To summarize, fundraising from private sources is a flexible way to raise money for processing and digitization projects that are meaningful to your institution. Be creative in how you design projects so you can present appealing opportunities to potential donors that engage your donors in the process, not by letting them run the show, but by honoring the passion and knowledge that drives them to support your archives.

Question — How do you explain to private donors the concept of a dean tax or administrative overhead costs, that not all of the money is going to go to the archives?

Answer - - let the donor know that X% will be knocked off the top; it's not your policy but you have to acknowledge it. In planning a project, add that money into the budget to offset the amount being withheld by the university.

Question — Do you have any tips on educating the Development Officer?

Answer - perfect your elevator speech, construct a dog-and-pony show for sites tours, or a targeted ‘exhibit’ of items of interest. Development needs to know that a lot of your budget comes from donations, and that they can be an open door if Development wants to bring a donor in.

Gerri also inserted that you can offer the Development Office resources such as photographs; make yourself known to be a resource for them. Collaborations may lead to other donors. Our Development officer may take along a special collections person to an alumni group to raise interest.

Question — Do you or your boss set goals for projects?

Answer - yes, there may be goals that say that some particular projects won’t go forward without funding (e.g., a speaker series which is almost 100% funded by donations), but not for processing or digitization projects.

Question — Crowdsource funding for archival projects?

Answer - one library is considering it, e.g. “Sponsor a Journal Subscription” or chip in to purchase a book.

Mott Linn, Head of Collection Management, Clark University, said that “It is Good to have Friends: The Basics of Working with Friends Groups.”

Knowing about Friends groups is important for archivists because most groups interact with archives and special collections areas because they often have the material that is most interesting to the benefactors.

Friends of the library: a group of people from a community who come together to support the library.

There are different kinds of communities (academic or geographic), different kinds of support that a Friends group can bring in, and there may be different areas of support within the library, e.g. just supporting Special Collections within a library, or supporting the whole library without restriction.

Knowing about Friends groups is useful whether the Friends support just your group, or if you’re managing up to your bosses, you can make suggestions.

When considering the establishment of a Friends group, one thing to do is to calculate a cost-benefit analysis, or figuring out how many resources you’ll be able to get out of it, versus how many resources you put into it – resources of both money and time. Friends groups often don’t raise enough money for all of the resources that are put in to keep them operational, so what do you get back?

Aside from money, Friends groups can provide volunteers, advice, and marketing, which includes the areas of public relations and advocacy. Any given Friends group might provide any combination of those things. It’s up to you to decide what your priorities are, and what you think can be provided by your particular group. As managers of archives, setting priorities and goals is something we do routinely. With a Friends group, you decide what you wish them to accomplish, and proceed from there.

Advocacy model – This is a Friends group who just provides advice. These Friends are people, usually alumni, who care about the library and who go on to be library directors, library consultants, etc. They usually come together once or twice a year to discuss the issues of the library. They provide a way to bounce ideas off of people who have informed opinions. This model is not very widespread, so we won’t discuss it further.

Once your basic goal has been established, you need to create your objectives, which should be realistic, not difficult to achieve, and quantifiable. Then you need to determine how to accomplish them? For example, if your goal is to increase your membership, one possible objective might be that you want “to increase membership by 200 people during this fiscal year.” Thus, you have a timeframe and a specific number to aim for; these types of goals are much more likely to be achieved because you have something tangible to shoot for.

Another important aspect is the budget, because you’re putting money in and expecting money back out. One of the real benefits of money raised by Friends groups is that it can be spent however they wish it to be spent, without being restricted by unrelated administrators. They can raise funding for a project that would not be in the budget otherwise.

Membership is the lifeblood of the group. To some extent, a large membership in and of itself is important, and it's impressive to possible donors, foundations, and administrators. As a result, you have to set dues with different ranges. You need to have some low tiers so that many people can join, but you also need to have higher tiers, which offer more prestige at higher donor levels. There should be some benefits to becoming a Friends member, such as offering special tours, events, borrowing privileges, more benefits.

How do you increase membership? You do outreach through a variety of ways: word of mouth, brochures, bookmarks, calendars, posters, banners, social media and mass media. Presenting programs to the public can also be ways to reach new members. You can target local organizations like book clubs. Make it easy on people to join, like enabling them to sign up at any time they discover the Friends group, rather than just at one time. Keep in touch with members through newsletters and social media. Have activities with a broad appeal to different constituents, such as a program with an author. If you hold a fundraiser, get the Friends to contribute labor. Other ways to raise money are to hold an auction, raffle, dinner, or used book sale.

Volunteers are very useful because they're free labor, but you need to recruit them, allow for time to interact with them, to manage them through training and feedback. Just as you acknowledge donors with a letter of acknowledgement, you need to acknowledge your volunteers somehow (e.g., add their name on a list in your annual report or give them a specialty shirt).

Marketing – almost every part of the Friends public exposure is a marketing opportunity that you can take advantage of. Try to think of ways to get yourself publicized in the news or on air. Advocacy is also a part of marketing—get the Friends talking to their friend about the needs of the archives or parent organization, or conducting something like a letter-writing campaign. Finally, because there are many Friends groups, you can take advantage of ideas that others have developed; there are plenty of resources for fundraising.

Question — Do you create Bylaws for Friends groups?

Answer - - yes, and that can be handy if the Friends group goes rogue.

Question — Are there any places with defunct Friends groups?

Answer - - yes; several examples were given of places with Friends groups that were deemed unnecessary or not worth the investment.

Question — How can you make a Friends group self-sustaining?

Answer - - if you change your expectations about what you'll be getting from them, if not money, then maybe publicity, volunteer time, or advocacy, then maybe that's enough.

Comment — I feel that there is a generational divide. With an aging cohort, many Friends groups literally die out. Do we need to reinvent a Friends group for a younger cohort?

Comment — Sometimes it depends on the administrative structure on whether to maintain a Friends group or not. In one instance, a Friends group was recreated more as an honorary society that requires service as well.

Comment — 501C3 – IRS/governance compliance issues may complicate the existence of Friends groups as well.

To conclude the Presentation portion of the meeting, Mott thanked everyone for attending and contributing, and moved into the Business portion of the meeting.

BUSINESS MEETING

The business meeting began at 6:35. The results of the recent election were given.

Mott Linn – Chair, 3rd and final term

Sherry Williams – Vice chair

Ann Case – Secretary

Linda Whitaker – elected to Steering Committee

Susan Malbin – elected to Steering Committee

Lynn Eaton – elected to Steering Committee

Daria D'Arienzo – returning on Steering Committee
Kate Crowe – returning on Steering Committee

Mott reported on the activities of the Archives Management Roundtable in the past year:

- 1) By-laws were drawn up and submitted last fall
- 2) We shepherded through guidelines for interlibrary loan of Special Collections materials (created by RBMS/ACRL), recommending that they be sent to the Steering Committee, then onto SAA for approval. The guidelines are posted on the Standards webpage
- 3) We endorsed two proposals for this SAA meeting, "Successful Succession Planning" and "Roadmaps to Success"; both were chosen and are on the current schedule. Others that we liked were picked up by other groups.

Our task now is to generate management-related ideas for proposals for next year's meeting. Next year's sessions will be 60-75 minutes, in any format (Lightning Rounds included).

Some topics raised were:

- Leadership Tools – a session on tools that leaders should have, e.g. interaction tools to use with other people, leadership interaction with other organizations and consortia, how to prepare yourself to be the director of an organization.
- Change Management – how do you deal with having to manage up; management in times of restructuring -- how do you keep working while restructuring?; how do you restructure as the surrounding environment changes?
- Success moments in a lightning round format
- Management tips and tricks
- In conjunction with SNAP roundtable, discuss questions like "what do you wish you had known/what would you tell your manager?" If you're the "new boss in town" (in charge of new departments, as digitization specialists may be), how do you work with personnel in a new environment?
- How can we harness people in other departments (e.g., IT staff, digitization specialists, development officers) to act as adjunct Special Collection staffers?

Summarizing the general topics, the major themes raised were Leadership, Personnel/Talent Development, Shared positions, Reorganization.

Internships were discussed. A new management approach is to see internships as Tour of Duty training: since interns are short-term staff, train them properly to get what you can out of them while they're there. If it's a good experience, the interns will spread the word and your organization will benefit from the positive publicity. Conversely, students need to know what they should be looking for in an internship. Also, what is the educator's perspective on what should be accomplished in an internship? While the goal of the internship for the student is to obtain work experience, managers ought to provide them with a good, wide, practical experience base to help them along. The interns are the future of the profession; give them the best possible training. This led to a suggestion that we might consider a session on how to manage interns, volunteers, and work-study students.

As we were at the end of our allotted time, Mott urged Archives Management Roundtable members to use the listserv to discuss and share ideas. It's not being used very often, and it does provide a wonderful outlet and audience for people who have shared interests and experience.

Attending:

Mott Linn
Ann Case
Gerrianne Schaad
Maija Anderson
Sherry Williams
Daria D'Arienzo
Virginia W. Davis
Becky Schulte
Linda Whitaker
Pam Sergey
Beth Kaplan
Joe Ross
Janet Parsch
Stephen Logsdon
Cynthia Ghering
Nicole Casper
Florent Hardy
Melinda Isler
Mary Manning
Susan Malbin
Ravil Veli
Ann Hodges
Karen Weiss
Chris Ervin

Gynenougou Lydie
jadie_baroan@yahoo.com
Rachel Binnington
Christine Di Bella
Travis Williams
Caryn Radick
Jordan Steele
Bill Modrow
Karen Cannell
Gordon Daines
Frances Maloy
Dierdre Joyce
Sarah Keen
Dan Shiman
Laura McLemore
Kevin Clair
Robert Rosenthal
Meg Hall
Peggy Lavelle
Grant Gerlich
Nicole Menchise
Erin Passth-Stoddart
Elizabeth Wilkinson
Rachel Miller
Lisa Miller

Katherine Crowe
Rosemary Flynn
Lisa Mix
José Reyes
Adonna Thompson
Pamela Cruz
Marilyn Rackley
Lynn Eaton
Nicole Blechynden
Jennifer Hecker

Archivists and Archives of Color Roundtable (Liaison: Light)

Officers:

- **Chair:**
Steven De'Juan Booth, National Archives and Records Administration (2011-2013)
- **Vice Chair/Chair-Elect:**
Derek Mosley, University of Louisiana, Lafayette (2012-2014)
- **Newsletter Editor:**
Stacie Williams, Harvard University (2012-2013)
- **Webmaster:**
Harrison Inefuku, Iowa State University (2012-2014)
- **Social Media Team:**
Susan Gehr, San Jose State University (2011-2013)
Jasmine Jones, Simmons College (2012-2013)
- **Awards & Nominations Team:**
Lisa Calahan, Black Metropolis Research Consortium (2012-2013)
Krystal Appiah, Library Company of Philadelphia (2012-2013)
Michelle Gachette, Harvard University (2012-2013)

- **Special Projects Team:**
LaToya Devezin, New Orleans Public Library (2012-2013)
Gabrielle M. Dudley, Emory University (2012-2013)
Lisa Cruces Welty, University of Notre Dame (2012-2013)
Jennifer Ho, University of St. Francis (2012-2013)

SUMMARY OF BUSINESS MEETING:

Number of Attendees: 55-60

Election Results:

- **Vice Chair/Chair-Elect:**
Gabrielle M. Dudley, Emory University
- **Newsletter Editor:**
Raegan Stearns, Southern University-Shreveport

I. Call to Order and Welcome

Steven Booth (outgoing senior co-chair) called the meeting to order at 3:00 PM. There was a moment of silence for the AACR members lost since the last business meeting. A total of 56 members attended the meeting.

II. Announcements

- 2013-2014 Roundtable Officers: Booth announced the results of the election and introduced the incoming officers. He introduced Gabrielle M. Dudley (chair elect), Reagan Stearns (newsletter editor) and Harrison Inefuku (Webmaster).
- Harold T. Pinkett Minority Student Award: Maria Angel Diaz is a graduate student specializing in archival studies at the University of California, Los Angeles (UCLA) pursuing a Master of Library and Information Science. Lori E. Harris is a graduate student in the School of Information and Library Science at the University of North Carolina at Chapel Hill. Donations for the award were solicited from the membership. The roundtable received 21 applications for the award. A total of \$1,098 was collected for the fund over the last year.
- Mosaic Scholarship: Barrie Brown is a graduate student in the School of Library and Information Science at the University of North Carolina at Chapel Hill. Rhonda Jones will enter the School of Library and Information Science at the University of North Carolina at Chapel Hill.
- Josephine Forman Scholarship: Kimberly Springer is a graduate student pursuing a Master of Science in Information degree from the University of Michigan's School of Information.

III. Reports

- SAA Council Report: The report was given by AACR Council Liaison, Michelle Light of the University of Las Vegas Nevada (UNLV). The report highlights are as follows:
 - The Council is with the Strategic Plan which is based on the Vision and Mission Statements, Core Organizational Values, Goals, and Strategies adopted by the Council in May 2013. The Council will be look at specific

- strategies and actions. A strategic planning meeting about this will be held August 15 at noon in Salon 21.
- b. Diversity is an essential part of the conversations around the strategic plan. Preliminary discussions include:
- i. Diversifying leadership, profession, and the archival record
 - ii. Task force on affinity groups established to discuss how sections and roundtables can work better.
- c.
- i. The Council adopted the resolution submitted by the AACR recognizing the professional contributions of Taronda Spencer
 - ii. Evaluating improvements to the annual meeting to be responsive to the membership.
 - iii. Improve the SAA website, social media presence and publications
- B. Diversity Committee: The report was given by Dr. Tywanna Whorley of Howard University. The report highlights are as follows:
- a. The committee is working on case studies related to diversifying the archival records. There is a template now as they have 4 case studies.
 - i. Please direct any ideas about this directly to Dr. Whorley.
 - ii. The case studies will be posted on the site soon.
- C. Mentoring Program: The report was given by Teresa Mora of the Bancroft Library at the University of California, Berkely. The report highlights are as follows:
- a. More mentors are needed so please apply via the SAA website. Students are encouraged to sign up to be paired with someone.
 - b. There are opportunities to get involved with the Mosaic Award program.
- D. ARL/SAA Mosaic Program: The report was given by Harrison Inefuku of Iowa State University and Deborra Richardson of the Smithsonian Institution. The report highlights are as follows:
- a. AACR member Harrison Inefuku serves as chair of the program and Deborra Richardson is a member of the advising group.
 - b. The program is a 3 year grant to provide support to minority students pursuing careers in archives and special collections and to promote diversity within the archives profession. The first call for applications is out and completed applications are due August 28, 2013.
 - c. The program will give \$10,000 over 2 years and includes an internship and leadership component with ARL and SAA. There will be five recipients of the award.
- E. 2012-2013 AAC Roundtable: The report was given by outgoing chair Steven Booth of the National Archives and Records Administration (NARA). The report highlights are as follows:
- a. The Awards and Nomination team submitted 7 nominations and 2 of those were successful. The team was successful in getting Deborra Richardson of the Smithsonian Institution inducted as a SAA fellow and the Black Metropolis Research Consortium (BMRC) was awarded the Distinguished Service Award for its exemplar public service and contribution to archival profession.

- b. The Special Projects Team organized a repository tour of the Historic New Orleans Collection for roundtables and a Happy hour/ Meet and Greet to immediately follow the business meeting.
- c. The Roundtable has Facebook and Twitter accounts which features archives and special collections issue related to people of color. The Facebook page has seen a 40% increase of followers and likes over the last year.
- d. Holly Smith of Project Right Now Carolina! (PRNC) has been appointed as the Roundtable's liaison for the Diversity Committee.
- e. The Roundtable endorsed two sessions: "Session 406 "Journeys of Reconciliation: Institutions Studying Their Relationship to Slavery" and "Enhancing Diversity Through Discussion: Adapting the ARL Leadership Symposium Experience."
- f. The Roundtable was involved in an advocacy project related to the National Library of Grenada. A copy of the letter is posted on the website and will be included with the annual report.
- g. A memorial resolution drafted by the Roundtable was presented and read to the family of Taronda Spencer at her funeral.

IV. 2013-2014 Goals

- A. The report was given by AACR Chair Derek Mosley of the University of Louisiana at Lafayette. The highlights from the report are as follows:
 - h. Mosley thanked Steven Booth and the members of the Award/ Nominations and Special Projects teams.
 - i. The membership survey was conducted this summer and received responses from 35% of the membership. In response, Derek and chair-elect Gabrielle M. Dudley are accepting nomination for volunteers to the following task forces:
 - i. Outreach/ Advocacy
 - 1. Supports causes and issues on behalf of the roundtable.
 - ii. History
 - 1. Write a comprehensive history of the Roundtable
 - 2. Seeking new and veteran members for this task force
 - iii. Nominating
 - 1. An extension of the awards Nomination committee.
 - iv. Social Media
 - 1. We will need 1-2 volunteers to help coordinate this.
 - j. Diversity is an essential part of the conversations around the strategic plan. Preliminary discussions include:

V. General Announcements

- E. The Emerging Archival Scholars Program at UCLA will be accepting applications in January. 10 scholars were funded in the previous year.
- F. Cynthia Lewis on behalf of the family of Taronda Spencer would like to express gratitude for the memorial resolution.

VI. Adjournment

- a. Steven Booth adjourned the meeting of the Archivists and Archives of Color Roundtable at 4:55 PM.

COMPLETED PROJECTS/ACTIVITIES:

2013 New Orleans Annual Meeting Endorsements: The AAC Roundtable received six session proposals for endorsement. Chair Booth and Courtney Chartier (immediate past chair)¹ selected the following:

- ✓ SESSION 406: “*Journeys of Reconciliation: Institutions Studying Their Relationships to Slavery,*” Jennifer Betts (Chair), Donnelly Walton, Amy C. Schindler, and Dr. Jody Lynn Allen.
- ✓ SESSION 506: “*Adapting the ARL Leadership Symposium Experience: Enhancing Diversity through Discussion,*” Mark A. Puente (Chair), Aaisha Haykal, and Eugenia S. Kim.

Diversity Forum: Collaborated with the Diversity Committee to co-sponsor a diversity forum at the 2013 annual meeting. This session featured Dr. Abdul Alkalimat (University of Illinois at Urbana-Champaign) discussing “Memory and Power: How Diversifying the Archives Can Help Us Welcome the Future.”

Diversity Committee: SAA President Danna Bell-Russel appointed Holly Smith to the Diversity Committee for a two-year term (2013-2015). In this capacity, Ms. Smith will serve as the AAC Roundtable Liaison.

H.T. Pinkett Award Revision: Language has been updated to reflect the recommendations that were submitted and approved by SAA Council in 2004 and 2012.² From this point forward the award will be given to two graduate students of color, along with a complimentary one-year membership to SAA.

H.T. Pinkett Award Subcommittee: This year the selection committee publicized the award to over 90 library, archival, and history organizations. A total of 21 applications were received, a slight decrease from 2012.³ Maria Angel Diaz (University of California, Los Angeles) and Lori E. Harris (University of North Carolina – Chapel Hill) were selected as the two 2013 recipients.

H.T. Pinkett Award Fund: During the period covering September 2012 through July 2013, the Pinkett fund received contributions of \$1,098.00.

Center for Black Music Research, Columbia College: Chair Booth wrote an article featured in *Archival Outlook* (November/December 2012) titled “[Bridge Over Troubled Water](#)” about the member led petition established in response to the proposed closure of the CBMR.

Heritage Months Project: From September 2012 through June 2013, the AAC Roundtable celebrated Hispanic Heritage, Native American Heritage, Black History, Women’s Herstory, Asian American & Pacific Islander, and LGBT Pride Months. During each observance archival repositories and collections pertaining to underrepresented racial and ethnic people, including women and the LGBT persons of color were featured on [Facebook](#) and [Twitter](#). Contributions were solicited and received by members of the Latin American & Caribbean Cultural Heritage Archives, Lesbian & Gay Archives, Native American Archives, and Women’s Collections Roundtables. This social media effort helped improve the presence of the Roundtable to the broader community generating a combined 40% increase of Facebook likes and Twitter followers.

Project Teams: In lieu of a Steering Committee, Co-Chairs Booth and Mosley implemented two committees:

The Awards & Nominations Team consisted of four members designated to review the guidelines of SAA sponsored awards that require nomination and to submit the qualifications of deserving individuals or organizations that have exemplified the mission of the AAC Roundtable. The committee submitted seven nominations⁴ and two were selected as winners:

¹ Vice Chair Derek Mosley served on the Program Committee from 2012-2013 and chose not to participate in the selection process for roundtable endorsement due to conflict of interest.

² See Appendix A

³ The subcommittee received 23 applications in 2012 and only 2 applications in 2011.

⁴ See Appendix B

- ✓ Fellow – Deborra Richardson, Smithsonian National Museum of American History⁵
- ✓ Distinguished Service Award – Black Metropolis Research Consortium (BMRC)⁶

The Special Projects Team consisted of five members designated to develop and coordinate social events for the Roundtable during the 2013 New Orleans Annual Meeting. The committee arranged a tour of the Historic New Orleans Collection, a museum and research center dedicated to preserving the history of New Orleans and the Gulf Coast Region. Space for the tour was limited so participants were asked to RSVP from July 8th through July 15th via surveymonkey.com. Nineteen conference attendees registered and attended. Also, the committee sponsored a “Meet & Greet” Happy Hour at Spirits (located inside the Hilton Riverside) after the business meeting.

Diversity Brochure: After careful consideration the leadership of the AAC Roundtable agreed that a project of this magnitude should be designed and implemented by the Diversity Committee and the Acquisitions and Appraisal Section with assistance from the diversity and inclusion roundtables.

In Memoriam: In honor of the life and legacy of Taronda Spencer, College Archivist and Historian at Spelman College from 1997-2013, Chair Steven Booth read and presented Taronda’s family, friends, and archival colleagues with a memorial resolution during the funeral services.⁷ Miss Taronda served as Chair of the AAC Roundtable from 2000 to 2001. She passed away May 19, 2013.

Library & Archives of Grenada: The AAC Roundtable and Issues & Advocacy Roundtable wrote a “Joint Letter on the National Library and Archives of Grenada,”⁸ to applaud the newly elected Minister for Education and Human Resource Development, the Honorable Anthony Boatwain for his “efforts to reopen and restore the Sheila Buckmire Memorial Library,” which serves as the national library and national archives center. It has been closed to the people of Grenada since July 2011.⁹

Membership Survey: Vice Chair Mosley conducted a membership survey from June 3-17, 2013 to understand what the goals and future objectives for the 2013-2014 year. Only 13% of the membership completed the survey. Results were shared during the annual business meeting in New Orleans.

Newsletter: Newsletter Editor Stacie Williams successfully published quarterly issues featuring articles written by the membership and participants. In addition to the AAC Roundtable, calls for content were distributed to and received from members of the Latin American & Caribbean Cultural Heritage Archives, Native American Archives, Students and New Archives Professionals, and Lesbian & Gay Archives Roundtable.

Website: Updates were regularly made in order to capture the ongoing and former business, history, and activities of the Roundtable from 2012-2013.

AAC Roundtable Archives: Chair Booth contacted the Dr. Clifford Muse, University Archivist at Howard University, about the transferring AACR records housed at Moorland-Spingarn Research Center to the Archives Department of the University of Wisconsin-Milwaukee records, the official repository of SAA. The records were surveyed in April 2013 and found to be in satisfactory condition. Dr. Muse has not received any material since the early 2000. He expressed his willingness to transfer the records to the respective institution with proper documentation approving said transfer from SAA officials and AACR membership. Dr. Michael Doylen, Archivist at UWM, was contacted in May 2013 and agreed to accept

⁵ Deborra Richardson is Chair and Chief Archivist of the Archives Center Smithsonian National Museum of American History. She has a master degree in library science from the University of Maryland, College Park, and a bachelor degree in music history from Howard University.

⁶ Founded in 2005, the BMRC is a consortium of libraries, universities, and other archival institutions in the Chicago area; its mission is to provide access to unprocessed or under-processed African American collections housed in area repositories.

⁷ <http://www2.archivists.org/groups/archivists-and-archives-of-color-roundtable/in-memoriam-taronda-spencer>

⁸ http://www2.archivists.org/sites/all/files/JointLetterGrenada_0.pdf

⁹ Cheryl Sylvester (St. George’s University) approached Chair Steven Booth about a possible advocacy project to bring attention to this situation; however, the issue was rectified after Minister Boatwain won the national election on February 19, 2013. This letter of support was submitted to encourage and serve as a reminder about the importance of national identity and access to cultural heritage materials.

the records along with SAA's official transfer form. Due to time constraint and other AACR priorities/projects no further action has been taken.

ONGOING PROJECTS/ACTIVITIES: [none submitted]

STRATEGIC GOAL 1: Advocating for Archivists and Archives

- National Library & Archives of Grenada
- Center for Black Music Research

STRATEGIC GOAL 2: Enhancing Professional Growth

- Quarterly newsletter
- Social media
- H.T. Pinkett Minority Student Award

STRATEGIC GOAL 3: Advancing the Field

- Heritage Months Project
- 2013 New Orleans annual meeting endorsements
- 2013 Diversity Forum featuring Dr. Abdul Alkalimat (University of Illinois at Urbana-Champaign)
- 2013 AACR panel featuring Andrea Jackson and Courtney Chartier (AUC Woodruff Library)

STRATEGIC GOAL 4: Meeting Member's Needs

- Project Teams
 - Awards & Nominations
 - Special Projects
 - Social Media
- Membership survey

Questions/Concerns for Council attention: [none submitted]

Appendix A

Email Correspondence from SAA Council Liaison Michelle Light regarding revisions to Pinkett Award:

Michelle Light <michelle.light@uci.edu>
5:20 PM

Fri, Aug 31, 2012 at

To: Courtney Chartier <cchartier@aucr.edu>
Cc: "Richardson, Deborra" <richardsnd@si.edu>, Steven Booth <Steven.Booth@nara.gov>, Derek T Mosley <dmosley@louisiana.edu>

Hello all,

The wording for the Pinkett Award (<http://www2.archivists.org/governance/handbook/section12-pinkett>) has been revised to reflect Council actions as follows:

- 1) Under Purpose and Criteria for Selection, text added based on Aug, 6, 2012, Council action:

Recipients will be selected based on their submission of a completed application and the strength of their letter of recommendation and personal statement. Personal statements will be evaluated based on:

- Overall clarity;
 - Understanding of professional goals;
 - Description of benefits of attending the SAA Annual Meeting; and
 - Explanation of commitment to SAA and the profession.
- 2) Under Prize, revised wording based on June 5, 2004, Council action: Up to two awards may be given during an awards cycle. Each recipient receives full complimentary registration and related expenses for hotel and travel to attend the SAA Annual Meeting during the year in which the award is received. In addition, each recipient receives a complimentary one-year membership in SAA.
- 3) Under Application Deadline and Requirements, revised text based on Aug, 6, 2012, Council action:
Applications must include the following documents:
- Completed application form as a PDF.
 - Photocopy of official transcript or grade report with applicants current GPA listed.
 - At least one letter of recommendation.
 - Essay of no more than 500 words, outlining the applicant's goals and benefits of attendance, as well as her/his commitment to the profession.
 - CV or resume

I hope this addresses your questions and concerns. Let me know if I can do anything else.

Best,
Michelle

Appendix B

Nominations submitted by the AAC Roundtable Awards and Nominations Team:

- A. Fellow: Deborra Richardson, Smithsonian National Museum of American History
- B. Distinguished Service Award: Black Metropolis Research Center
- C. Spotlight Award: Margaret Jerrido, Mother Bethel A.M.E. Church
- D. Diversity Award: South Asian American Digital Archive
- E. Archival Innovator Award: Project Right Now Carolinas
- F. Emerging Leader Award: Steven D. Booth, National Archives & Records Administration
- G. Hamer-Kegan Award: Historical Puerto Rican Court Documents at the University of Connecticut, Marisol Ramos and Michael J. Bennett
- H. C.F.W. Coker Award – Unknown No Longer, Virginia Historical Society

Archivists' Toolkit™ / Archon™ Roundtable (Liaison: Landis)

Officers:

- Cassie Schmitt (Chair) 2012-2013
- Sasha Griffin (Vice Chair) 2012-2013
- Michelle Belden (Web Liaison) 2012-2013
- Kyle Rimkus (Steering Committee) 2012-2013

- Nancy Enneking (Steering Committee) 2012-2013
- Rachel Wise (Steering Committee) 2012-2013
- Brad Westbrook (Ex-Officio)
- Scott Schwartz (Ex-Officio)
- Bill Landis (Council Liaison)

Report from annual meeting:

- Number of attendees: 214 (194 physical attendees, 20 streaming audience)
- Election Results:
 - Incoming officers:
 - Vice Chair/Chair-Elect: Jillian Cuellar
 - Steering Committee Members: Nathan Tallman, Gordon Daines, Christine de Catanzaro
 - Continuing officers:
 - Chair: Sasha Griffin
 - Web Liaison: Michelle Belden
- 2013 Annual Meeting Minutes: <http://www2.archivists.org/groups/archivists-toolkitarchon-roundtable/2013-atart-annual-meeting-minutes>

Completed projects/activities:

- Archon URL Live Examples spreadsheet:
 - ATART started hosting a spreadsheet for those who are using Archon to share their live URLs. The resulting list is a great resource for those who are curious as to how other institutions and organizations are using Archon and their customizations to their public interface.
 - Spreadsheet link:
<https://docs.google.com/spreadsheet/ccc?key=0AoFSQ1pYqkhZdHFwd3FxYWlPTkZucTlnRXhicnlIZ1E&usp=sharing>
- Letter to ArchivesSpace
 - When ASpace released their membership model, there was a great amount of feedback and conversation on the discussion list. To make the conversations more constructive and to funnel it all into a unified voice, the ATART Chair Cassie Schmitt and Vice-Chair Sasha Griffin gathered member comments via Google survey, put it into a letter, and distributed to the ArchiveSpace project team on behalf of the roundtable constituency.
 - Open letter: <http://www2.archivists.org/groups/archivists-toolkitarchon-roundtable/open-letter-to-the-archivespace-project-team-april-17-2013>
 - Additionally, Schmitt and Griffin followed up by distributing the ASpace response to the member constituency and that response was the building block of the ASpace Q&A panel during our ATART annual meeting.
 - Response: <http://www2.archivists.org/groups/archivists-toolkitarchon-roundtable/archivespace-response-to-atart-questions>

Ongoing projects/activities: The future of ATART: With the release of ArchivesSpace and the announcements that AT and Archon will no longer be supported as they traditionally were, the ATART Steering Committee continues to have discussions about the future of the roundtable, changing its missions and goals, and the roles of the ex-officio members. This conversation started as a Steering Committee discussion during the 2012-2013 year and started as a roundtable wide conversation during the August 2013 annual meeting.

New projects/activities:

- Live Streaming the ATART Annual Meeting

- ATART successfully live-streamed their roundtable meeting to its members who were unable to attend the meeting in New Orleans, LA. ATART utilized ustream.tv, which cost nothing and the only equipment that was required was a computer with a webcam. The streaming increased the “attendance” to the meeting by nearly 85%. The live stream had 29 unique live viewers and the recorded video had 113 views by the end of that day.
 - Recorded video: <http://www2.archivists.org/groups/archivists-toolkitarchon-roundtable/video-of-atart-annual-meeting-2013-now-online>
 - See also: Griffin, Sasha. "Streaming Is Believing: Live Broadcasting a Roundtable Meeting from New Orleans." Archival Outlook (Sept./Oct. 2013): 15, 36.
- ATART survey
 - During the 2013 August annual meeting, ATART members were asked to raise their hand if a number of questions pertained to them. While it was great anecdotal information at the time, it was necessary to broaden to the entire membership. Chair Sasha Griffin led the Steering Committee in drafting a survey to be sent to the membership asking about the same questions. After it was released, the Steering Committee recommended that it be released into the wider A&A membership, so as to also get the opinions of those who may not currently be members, but who may join in the future. Survey results will be analyzed and used as a foundation for moving the roundtable forward.

Strategic Priority - Technology initiatives:

- As the ATART survey results are published, this will open the doors to address many of the needs coming forth in terms of collection management systems. ATART will learn how to best support the archival profession and will take steps in 2013-2014 to evolve as needed. ATART is understanding that while AT and Archon are not formally supported by their traditional means, a large group of institutions will continue using these two collection management tools. This means that having a community where users can find support is more important now than ever.
- ATART’s success in live-streaming the annual roundtable meeting has paved the way for more component groups to engage with their constituencies who may be unable to attend the national meeting. The streaming service was free and the equipment was low-tech. The impact not only helped with general roundtable participation, but also connected physical attendees with streaming viewers via social media (Twitter).

Strategic Priority - Diversity initiatives: [none submitted]

Strategic Priority - Advocacy/Public Awareness initiatives: [none submitted]

Questions/concerns for Council attention: ATART was in a unique position during 2012-2013. While some of the roundtable leadership also was part of the ArchivesSpace project leadership, it was important to the Steering Committee and Officers to balance advocating on behalf of our members while also allowing ArchivesSpace to do their project. As we continue into 2013-2014, the ATART leadership wants to continue managing this balance. The roundtable wants to ensure that we are a safe space for all archivists, regardless of technical background or know-how, to ask questions and obtain objective answers in order to build a community of users. The roundtable leadership wants to ensure that the space is not used to “peddle” any specific product, but instead be a reliable place for user communication. The roundtable also wants to support the ArchivesSpace team and the future of this collection management tool from a professional standpoint. There is concern about what role ATART will play in supporting all of these endeavors and whether we can continue straddling the growing divide. This may result in ATART changing its focus away from specific products as in the past and becoming more generic in our community space. Council can expect to see some proposed mission/goal/by-laws changes in the next few years.

Congressional Papers Roundtable (Liaison: Landis)

Name of Section/Roundtable: Congressional Papers Roundtable

Date: 15 November 2013

Officers:

- Leigh McWhite (Chair) 2012-2013
- Betsy Pittman (Vice Chair) 2012-2013
- Ben Rogers (Immediate Past Chair) 2012-2013
- Burt Altman (Steering Committee) 2011-2013
- Walter D. Ray (Steering Committee) 2011-2013
- Mary Anne Hamblen (Steering Committee) 2012-2014
- Katherine Fleming (Steering Committee) 2012-2014

Report from annual meeting:

Number of attendees: 55

Election results:

- Robert P. Spindler (Vice Chair) 2013-2014
- Brian Keough (Steering Committee) 2013-2015
- Audrey McKanna Coleman (Steering Committee) 2013-2015

Summary of meeting activities:

The conference schedule and business meeting agenda appear as Appendix 1.

Completed projects/activities: Last year, the three task forces on advocacy, diversity and electronic records revised their portions of the CPR strategic plan. From this, a single document was created, approved by the Steering Committee, and posted on the CPR web site. A copy was also shared with our SAA Liaison Bill Landis. The CPR Strategic Plan appears in Appendix 2.

The Steering Committee also responded with a three-page document to a request for roundtable comments and information from the SAA Task Force on the Annual Meeting. In order to include feedback from the general membership, we conducted a brief online survey on the topic of both the SAA annual meeting and the upcoming CPR pre-conference (information on the latter topic was used by the Program Committee to determine the topic of one of the sessions in 2013). The CPR response to the SAA Task Force on the Annual Meeting appears in Appendix 3.

Later, SAA approached CPR leadership for feedback on SAA's revised strategic plan. The Steering Committee reviewed the plan paying particular attention to two sections which would require roundtables to demonstrate more effort to solicit input and participation from members outside the group's leadership. We determined that neither section would have much impact on CPR as it has traditionally followed protocols outlined in the proposed guidelines. CPR chair forwarded a copy of the CPR Strategic Plan.

Following up on a suggestion from last year's meeting, Sheryl Voght (as president of the Association of Centers for the Study of Congress) and Leigh McWhite (as chair of CPR) co-wrote a letter to members of Congress calling attention to Congress Week and urging members to take appropriate steps to preserve their records. Due in large part to the efforts of Senate Archivist Karen Paul and Secretary of the Senate Nancy Erikson, Majority Leader Harry Reid published the letter in the 19 September 2012 issue of the *Congressional Record* (see Appendix 4).

Finally, the Program Committee endorsed two panels accepted for the 2013 conference: "The Personal Is Political: Documenting Social Movements in the Papers of Elected Officials" and "Hurricane

Katrina: Disaster Recovery and Documentation in Archival Collections. The latter panel was organized by the CPR Program Committee and included participation by a congressional staffer in U.S. Senator Thad Cochran's office and a discussion on management of Katrina case files in the Cochran Collection.

Ongoing projects/activities: CPR's ongoing projects and anticipated dates for completion are outlined in its Strategic Plan in Appendix 2.

New projects/activities: No new projects at this time. The CPR general membership and Steering Committee considered a proposal by Kate Cruickshank to create a congressional papers online database that provides information on committee and subcommittee memberships. However, the proposal was put on hold due to lack of technological support and a desire to focus on endeavors already identified by the strategic plan.

Strategic Priority - Technology initiatives: The Electronic Records Committee conducted its annual review and update of electronic records resources on the CPR web site (<http://www2.archivists.org/groups/congressional-papers-roundtable/task-force-on-electronic-records>). It also began discussions on the issue of the proprietary software used by congressional offices and how to work with the vendors to provide data to repositories and access to the software.

The CPR pre-conference included a program on "Digitizing Congressional Collections" where panelists discussed desired outcomes, the selection process, copyright and access issues, and methods of tackling these large projects.

Strategic Priority - Diversity initiatives: The Diversity Task Force identified and reviewed other related organizations on the topic of membership diversity.

In preparation for a general membership discussion in 2014 on whether the name "Congressional Papers Roundtable" accurately reflects the mission of the roundtable and whether it should be changed, the task force obtained information on the SAA process for approving name changes and bylaw revisions. To support the discussion, the task force also created and distributed a survey to discover what types of complimentary materials are collected by political archives in addition to congressional collections. The task force has also created a survey to gather information on the types of research undertaken by users of collections in political papers repositories.

Strategic Priority - Advocacy/Public Awareness initiatives: The Advocacy Task Force created a new page on the CPR web site (<http://www2.archivists.org/groups/congressional-papers-roundtable/advocacy-task-force>) which includes resources and tools on advocacy.

In addition, the CPR pre-conference included two programs on the subject of advocacy. "The Elevator Speech" featured role-playing of real-life scenarios of political papers archivists having brief encounters with institutional administrators, potential collection and monetary donors, researchers, and the media. The panel "Political Advocacy" featured guests Frank Boles and Tanya Zanish-Belcher discussing SAA plans for advocacy and the role that CPR might play in these efforts.

Questions/concerns for Council attention: None at this time. Questions arising during the course of the year always received a quick and considered response from SAA representatives and leaders.

APPENDIX 1

| | |
|------------------|---|
| | Conference Schedule Wednesday, 14 August 2013 |
| Locat | Historic New Orleans Collection, Williams Research Center |
| 8:30-9:00 | Early Bird Breakfast |

| | |
|--------------------|--|
| | Sponsored by Bob Henderson of Hollinger/Metal Edge & the W.R. Poage Legislative Library at Baylor University |
| 9:00-9:05 | Welcome to Historic New Orleans Collection Jason Wiese, Assistant Director of the Williams Research Center |
| 9:05-9:15 | Welcome & Brief Remarks Leigh McWhite |
| 9:15-10:15 | Session One: “The Elevator Speech” Advocacy is something archivists of congressional papers must be prepared to do at any time with an array of audiences, including institutional administrators, potential collection and monetary donors, researchers, and the media. Garner tips for quick conversational outreach while watching real-life scenarios followed by a panel discussion. Panelists: Brian Keogh (University of Albany, SUNY); Jill Severn (University of Georgia); Jeff Thomas (Ohio State University); and Sheryl B. Vogt (University of Georgia) Role Players: Kate Cruickshank (Indiana University); Matt Fulgham (NARA, Center for Legislative Archive); Lori Schwartz (University of South Carolina); and Linda Whitaker (Arizona Historical Society) Moderator: Leigh McWhite |
| 10:15-10:30 | Break |
| 10:30-11:30 | Session Two: Open Discussion on Deeds of Gift Deeds of gift provide an outline of expectations for both the donor and the archives. It can be difficult having this conversation with a Member of Congress, whether you have a long standing relationship with the office or not. This session offers an opportunity to share your experiences with others on a range of issues associated with the transfer of papers to a repository. Everyone is encouraged to bring examples of their deed and join the discussion of common problems, unusual circumstances, disappointments, and successes associated with the process. Moderator: Betsy Pittman Tour of Historic New Orleans Collection Archive (optional) |
| 11:40-12:00 | Lunch |
| 12:00-1:00 | Sponsored by Bob Henderson of Hollinger/Metal Edge |
| 1:00-2:00 | Session Three: Political Advocacy Because we manage congressional collections, CPR members are more familiar than most archivists with the ins and outs of lobbying, but how effective are we at converting that knowledge for the benefit of our profession and our repositories? A panel of leading experts will discuss strategies, resources, and advocacy relationships. Panelists: Frank Boles (Central Michigan University) and Tanya Zanish-Belcher (Wake Forest University) Moderator: Katherine Fleming |
| 2:00-3:00 | Session Four: Digitizing Congressional Collections Digital collections enable repositories to reach a global audience, but congressional papers are complex in nature and massive in scale. What are the desired outcomes? What is the selection process? What are the copyright and access issues involved? And how do you undertake such a large project? Panelists: Burt Altman (Florida State University); Joe Fisher (UMASS Lowell); Jim Havron (Middle Tennessee State University); and Tony Sampas (UMASS Lowell) |

| | |
|------------------|---|
| | Moderator: Walter Ray |
| 3:00-3:15 | Break |
| 3:15-4:45 | CPR Business Meeting and Reports |

2013 Business Meeting Agenda

Welcome and Report from CPR Chair -- Leigh McWhite
SAA Council Representative – Bill Landis

Committee and Task Force Reports

- Nomination and Election Committee** – Ben Rogers
- Papers of Departing Members** – Betsy Pittman
- Electronic Records Committee** – Jan Zastrow
- Advocacy Task Force** – Katherine Fleming & Burt Altman
- Diversity Task Force** – Mary Anne Hamblen

Discussion of Proposed Congressional Papers Database Project – Kate Cruickshank

Reports from Organizational Representatives:

- Association of Centers for the Study of Congress** – Sheryl Vogt
- Center for Legislative Archives, NARA** – Matt Fulgham
- Senate Historical Office** – Karen Paul
- Office of Art & Archives, U.S. House of Representatives** – Robin Reeder

Welcome and Words from New Chair – Betsy Pittman

Announcements

APPENDIX 2

Congressional Papers Roundtable (CPR) Strategic Plan

Approved by Steering Committee October 2012

I. Strategic Priority: Advocacy

Issue Statement:

Archivists must take an active role in promoting the importance of archives and archivists in order to increase public support, shape public policy, and obtain the resources necessary to protect the accessibility of historical records that serve cultural functions as well as ensure the protection of citizens' rights and the accountability of organizations and governments.

Desired Outcome #1:

Identify public policy priorities in the legislative agenda that are relevant to the members of CPR including the public's access to information, rights to timely and reasonable use of information (copyright) and personal privacy, and the public's need for a comprehensive and comprehensible historical record, and strong institutional stewardship of the American historical record.

Measurable Activities:

- A. Establish ongoing communication with members of SAA's Government Affairs Working Group (GAWG). For example, have a GAWG representative periodically speak at CPR meetings. SAA Council tasks GAWG to track legislative and regulatory issues of concern to archivists, to prepare drafts of documents relating to government affairs issues that may benefit archives and archivists, to contribute to the education efforts on these issues, and to suggest possible collaborations with other organizations. Regular communication with

- GAWG will alert CPR about legislative and regulatory issues as they arise and also enable CPR to inform the GAWG about issues that CPR regards as important.
- B. To ensure the public's access to a comprehensive, comprehensible historical record (institutional stewardship):
1. Place a summary and link on the CPR website Advocacy page to "The Documentation of Congress: Report of the Congressional Archivists Roundtable Task Force on Congressional Documentation" (1992) by Karen Dawley Paul. [Summer 2013]
 2. Provide a document to offer guidance about the resources needed to ensure that an institution is capable and willing to devote sufficient resources to administer congressional collections. [2013]
 3. CPR chair and/or chair-elect will continue a letter writing campaign to repositories with papers of members who recently left Congress to inform them about the resources provided by CPR. [Ongoing]
 4. Support and promote House Concurrent Resolution 307 from the One Hundred and Tenth Congress (2008), which urges the preservation of congressional members' papers. [Ongoing]
 5. CPR will endorse Congress Week, and promote Congress Week involvement among its members. This outreach can be a tool for advocating to the public about the mission of archives. [Annual]

Desired Outcome #2:

Identify resources that would serve as a "how to" or best practices guide for advocacy and outreach to educate and assist current and prospective political paper archivists. Solicit noteworthy examples of guidelines, recommendations, policies, and other documents from leading repositories. Provide tips and quotes from members. For example, describe how repositories use Archivists' Toolkit and Archon to manage congressional collections.

Measurable Activities:

- A. Produce a Resource Kit for Advocacy on the CPR website with the following material:
 1. Provide a link to *Managing Congressional Collections* by Cynthia Pease Miller in order to raise awareness of standards for model congressional repositories. This document can serve as a best practices guide. [Summer 2013]
 2. Produce (or obtain existing examples of) an online flier to advertise the benefits of congressional collections, for example: how to connect people with holdings, how archives encourage engaged citizenship, how archives can promote democracy, or how congressional papers are your (the people's) papers. [2013]
 3. Once several items are in place on the website, announce the site to the membership and ask for additional contributions. [2013]
 4. Survey members to assess what restrictions exist related to political papers and institute a dialog concerning this. [Summer 2014]
 5. Produce a flier (or obtain existing examples) that repositories may use to solicit papers from members of Congress. This brochure will include a description of services provided by the repository such as a having a secure facility with climate control and the staff to assist researchers as well as the ability to protect sensitive information and make it available at the appropriate time. It may even explain that records could be closed or redacted if necessary, and that researchers can sign non-disclosure agreements. The flier will emphasize the importance of placing electronic records with an institution that will maintain the information over the long term. [2014]
 6. Advertise or provide links to exhibits and programs related to Congress Week on the CPR Advocacy webpage. [Ongoing]

- 7. Make fliers advertising Congress Week available on the website. [Ongoing]
 - 8. Provide examples of advocacy tools and case studies for building constituencies, crafting a message, communicating effectively with the media, and soliciting papers. [Ongoing]
 - 9. Provide links to exhibits and programs that our repositories and allied groups create for Congress Week and encourage group projects and traveling exhibits. [Ongoing]
- B. Increase outreach activities
- 1. Encourage members to submit news, events, educational programs, and exhibits to the listserv, website, and newsletter. [Ongoing]
 - 2. Consider the use of social media and Wikipedia as outlets to promote interest in and understanding about congressional collections. [2014]

II. Strategic Priority: Diversity

Issue Statement:

The diversity of society challenges the archives community to attract an equally diverse membership and to have archival collections reflective of that diversity both in acquisition and in use.

Desired Outcome #1:

CPR will assess the diversity of its membership by reviewing SAA's statement on Diversity and the points regarding what diversity encompasses through identity, community, professional and geographical factors.

Measurable Activities:

- A. Determine diversity issues other SAA roundtables and sections are facing in regards to their membership.
 - 1. Contact other roundtables/sections to discuss the diversity of their membership. [February 2013]
 - 2. Determine if there is a need to create a sub-committee in the Diversity Task Force to discuss the demographics of the CPR Roundtable and how to attract new members to archives and librarian positions.
 - 3. Look for social networking opportunities. [March 2013]
- B. Identify and review other related organizations which have created resource pages on their websites outlining various topics and issues on membership diversity. [January 2013]
- C. Evaluate if the name "Congressional Papers Roundtable" accurately reflects the mission of the roundtable. [June 2013]

Desired Outcome #2:

CPR will encourage collection policies that promote acquisition of diverse collections.

Measurable Activities:

- A. Identify archival and related organizations that promote the collection of public policy, special interest and under-represented interests to analyze involvement in acquiring other collections related to public policy issues. Need to acquire collections that tell "the other side of the story" since congressional papers transcend a particular member of congress [January 2013].
- B. Determine how partisan beliefs, historical relations, and stereotypes can keep politicians from giving papers to particular repositories [June 2013].
- C. Determine if collections acquired and ancillary collections could attract more diversity [June 2013].
- D. Assess the need to create a task force sub-committee to:
 - 1. Determine the process of having a volunteer place articles in newsletter (ex. "One Collection, Many Voices") and guest columnist from another roundtable to exchange ideas with each roundtable on collections. [2014].

2. Analyze benefits of CPR member repositories which collect more than political papers [June 2013].
3. Analyze changing verbiage describing collections to show they represent a whole continuum and determine how to educate fellow archivists about this issue [June 2013].

Desired Outcome #3:

Users whom archivists serve will reflect the evolving diversity of society.

Measurable Activities:

- A. Survey the types of research being done by users [June 2013].
 1. Use survey results to identify researchers from different scholarly fields.
 2. Determine underrepresented ethnic groups.
 3. Identify any language barriers.
 4. Consider how technology might attract a more diverse audience.
- B. Examine CPR website content to determine what it says and whether it communicates what CPR intends.
- C. Consider establishing a sub-committee in the Diversity Task Force to examine language issues and identify resources to communicate CPR information in other languages.

III. Strategic Priority: Technology

Issue Statement:

Rapidly changing information technologies challenge archival principles, practices, and communication protocols, demanding effective leadership from the archives community to access, capture, and preserve records in all formats.

Desired Outcome #1:

CPR will monitor technological developments in congressional offices; identify resources of assistance to archivists seeking to acquire, preserve and make electronic records accessible; and communicate their findings to members.

Measurable Activities:

- A. Transform the CPR Electronic Records Task Force into a permanent standing committee in order to provide ongoing surveillance and reporting on the issues.
 1. Revise CPR bylaws to create a permanent Electronic Records Committee and submit amendment to vote. [August 2012]
 2. Solicit nominations for new Electronic Records Committee appointments by the Steering Committee. [Fall 2012]
- B. Conduct an annual review and update of Electronic Records documents posted on CPR website. Create new resources as necessary. [Annual. New abbreviated checklist for congressional offices created Summer 2012]
- C. Consult Senate Archivist, House Archivist, and Center for Legislative Archives annually to determine technological developments and problems in congressional offices. [Annual]
- D. Promote discussion and member education.
 1. Submit case studies, best practices, and lessons learned for publication in the *CPR Newsletter*. [Ongoing]
 2. Organize panels for CPR pre-conference meeting. [Ongoing; electronic records program organized for 2012 meeting]
 3. Organize panels for SAA conference. [Ongoing; SAA panel on electronic records in political collections accepted for 2012 conference]

Desired Outcome #2:

CPR will improve communications among repositories, the offices of donor members, and congressional software vendors to ensure greater success in the acquisition, preservation, and ultimate accessibility of electronic records.

Measurable Activities:

- A. Develop resources that archivists may use to survey electronic records management in congressional offices and to educate office staff about archival needs and practices. Train CPR members in the use of these resources. [Ongoing]
- B. Invite congressional software vendors to sponsor and attend the 2014 Washington, DC CPR pre-conference. [Begin 2014]
- C. Open discussions with congressional vendors to consider solutions to archival issues created by proprietary software. [Begin 2013]

Desired Outcome #3:

CPR will coordinate information-sharing on the subject of electronic records with professional groups sharing similar interests and will advocate for action on matters of particular interest to CPR.

Measurable Activities:

- A. The Electronic Records Committee will develop a working relationship with the SAA Technology Futures Working Group and the SAA Electronic Records Section through shared communication and/or joint appointments. [Begin 2013]
- B. The Electronic Records Committee will develop a working relationship with external professional organizations with shared interests such as ARMA International, the Association for Information and Image Management (AIIM), and State Historical Records Advisory Boards (SHRABs). [Begin 2014]
- C. Encourage federal granting agencies such as the National Historical Publications and Records Commission (NHPRC), the National Archives and Records Administration (NARA), and the Library of Congress to create grant opportunities or programs that will help repositories acquire needed equipment, labor, and training to support electronic records in congressional collections. [Begin 2015]

APPENDIX 3

Congressional Papers Roundtable Steering Committee Comments for SAA Annual Meeting Task Force

Traditionally, the Congressional Papers Roundtable (CPR) schedules a full day of programs and activities on the eve of the first day of SAA conference sessions. Due to lack of available space at the SAA conference hotel, CPR usually attempts to locate a nearby repository (hopefully with congressional papers) that will provide a meeting facility for free. In 2012, our San Diego meeting occurred at the Thomas Jefferson School of Law. For the first time, the location required a rental agreement. Since CPR does not have funds, we were fortunate that Hollinger Company agreed to subsidize the rent.

At times in the past, our business meeting has occurred in the conference space and time set aside by SAA. More recently, we have held our business meetings in the same location as our pre-conference programs. Earlier this year, one of our long-time members mentioned to the chair his inability to attend programs and the business meeting due to physical disabilities. This coming year in New Orleans, CPR will try to accommodate these concerns by holding the pre-conference meeting as close to the conference location as possible and also by scheduling the business meeting in the conference hotel.

Needless to say, CPR would benefit greatly if SAA could provide accommodations for our more extensive programming beyond the business meeting.

CPR has a solid core of active members who faithfully attend the pre-conference programs. For many, the full day of CPR programming is the highlight of their trip to SAA, allowing not only for convivial fellowship but consideration of subjects of particular interest to their professional responsibilities.

However, attendance at CPR a full day before the start of SAA sessions can represent a financial drain on institutional and member resources. In 2011, an allied organization, the Association of Centers for the Study of Congress (ACSC), created the "CPR Pre-Conference Scholarship." This competitive

grant provides an annual award of \$500 for an individual or individuals to attend the CPR pre-conference meeting. ACSC created the scholarship “to acknowledge the Congressional Papers Roundtable’s role in promoting the preservation and use of congressional collections” (for more information on the award, see <http://www.congresscenters.org/awards>).

To address a request for feedback on the SAA Leader List query from the Annual Meeting Task Force, the CPR Steering Committee asked members of its discussion list to complete a brief survey on the SAA annual meeting as well as our own CPR pre-conference. Of particular interest to the Task Force would be responses to the following two questions:

2. If SAA were to hold a mid-winter meeting for constituent groups, would you attend?

| | |
|-------|-----|
| 28.6% | Yes |
| 71.4% | No |

Comments:

- Travel cost is a factor.
- Attendance would be more contingent on location than attendance at annual meeting.
- Probably not unless it were in DC. We already have the ACSC as a mid term meeting.
- Right now, my institution will support travel to one meeting annually. Because of the value of CPR's full day session, I will attend SAA. I doubt I'd splurge for a second meeting paid for with personal funds.
- It would depend a great deal on if this was meant to supplement or to replace the pre-conference meeting in August. At my institution, from now on we are likely not to have the same level of travel funding we've had in the past. In my current position, CPR is probably the most valuable part of SAA, but I'd be reluctant to miss the annual meeting of SAA in favor of a roundtable-specific winter meeting, because I feel SAA attendance is important for my own overall professional development.

3. Would you like CPR to conduct some of its business virtually between meetings?

| | |
|-------|-----|
| 78.6% | Yes |
| 21.4% | No |

Comments:

- That would make it much easier (and be more cost effective).
- I think we do that successfully via email and that conference calls would also be beneficial.
- I don't find the current format burdensome at all but I am not adverse to doing more virtually.
- I don't understand this question--don't we already do this to a great extent? The business meeting is almost always more about reporting than voting/discussion, in my experience.
- We already do, don't we? We have an active list serv and the leaders are always talking back and forth.

- Interaction - face to face - with CPR members is a major reason I go to the annual meeting.

Since CPR possesses an involved and energetic membership, a number of our transactions occur between meetings. Members and leaders frequently utilize the CPR and CPR steering committee discussion lists. CPR also produces two issues of its online newsletter each year. Finally, task forces and committees hold meetings via Skype or teleconferencing when necessary. At this time, CPR does not plan to hold any programs or general member meetings virtually.

A number of our active members belong to the Association of Centers for the Study of Congress (ACSC) which also holds annual meetings. With this group already attending two meetings a year, it seems unlikely that our membership could support a CPR mid-winter session as well.

Appendix

S6422

CONGRESSIONAL RECORD—SENATE

September 19, 2012

to give at least 3 years of your tax returns. Sometimes they ask for more. So my friend Senator GRASSLEY came to the floor and suggested he could be confirmed. Well, not really. The Senator from Iowa conceded my point. Mitt Romney could not be confirmed for Treasury Secretary. He could not be confirmed as Secretary of Health and Human Services. He could not be confirmed as Trade Representative. He could not even be confirmed as Assistant Secretary of the Treasury for Public Affairs and a number of other positions.

But there is a larger point to be made here. And why they would bring this up again I do not know, but they did. But there is a larger point to be made here. When you are running for the highest office in the land—President of the United States—you are also held to a higher standard of conduct than someone who wants to be a Cabinet officer or sub-Cabinet officer who gives us their tax returns.

The least Mitt Romney owes the American people—the least he owes them—is some honesty and openness. That we do not have.

The Senator from Iowa is correct about one thing—and this is what he said: The contents of a candidate's taxes do speak volumes about his character. That is what Senator GRASSLEY said. I and agree with him.

Let's not forget, Mitt Romney could solve this problem tomorrow—to-night—by releasing his tax returns, which he refuses to do. Why?

MORNING BUSINESS

Mr. REID. Mr. President, I ask unanimous consent that the Senate proceed to a period of morning business, with Senators permitted to speak for up to 10 minutes each.

The PRESIDING OFFICER. Without objection, it is so ordered.

Mr. REID. Mr. President, the week of September 17th marks the third annual celebration of Congress Week, sponsored by the Association of Centers for the Study of Congress. The Association is an independent alliance of institutions that preserve the papers of Members of Congress and use those papers to promote the study of Congress.

Congress Week's theme this year is "Congress: Chosen by the People." Congress is the only branch of the Federal Government that is elected by the people. It is important, as Members of Congress, to manage and preserve our own papers for future historical research and study of our democracy.

Mr. President, I ask unanimous consent that a letter from the President of the Association of Centers for the Study of Congress and the Chair of the Congressional Papers Roundtable about Congress Week be printed in the RECORD.

There being no objection, the matter was ordered to be printed in the RECORD, as follows:

SEPTEMBER 2012.
DEAR MEMBER OF CONGRESS: In honor of Congress Week (16-22 September 2012), the

Congressional Papers Roundtable (CPR) and the Association of Centers for the Study of Congress (ACSC) encourage you to remember H. Con. Res. 307 (5 March 2008), "expressing the sense of Congress that Members' Congressional papers should be properly maintained and encouraging Members to take all necessary precautions to manage and preserve these papers."

Established in 1986, the Congressional Papers Roundtable is composed of members of the Society of American Archivists who work with or have an interest in the papers of members of Congress and the records of Congress. CPR provides a forum for discussing developments and developing guidelines in the preservation and management of congressional papers and records.

In 2003, ACSC was founded as an independent alliance of institutions and organizations that support a wide range of programs designed to inform and educate students, scholars, policy-makers, and members of the general public on the history of Congress, legislative process, and current issues facing Congress. ACSC encourages the preservation of material that documents the work of Congress, including the papers of representatives and senators, and supports programs that make those materials available for educational and research purposes. The association also welcomes the participation of institutions and individuals committed to the goal of promoting a better understanding of Congress.

ACSC has sponsored an annual celebration of "Congress Week" since 2009. The central goal of this national initiative is to foster the study of the U.S. House and Senate, and to promote a wider appreciation for the vital role the legislative branch plays in our representative democracy. This year's theme, "Congress: Chosen by the People," is drawn directly from language in the Constitution and emphasizes that Congress is the only branch directly elected by the people. During Congress Week, ACSC members and participating organizations will feature a range of events including lectures and exhibits to highlight the role of legislative branch and the participatory role of citizens in registering to vote, staying informed on issues, and making one's opinions known to members of Congress.

Every day, the House and Senate make significant contributions to our nation's history. As a Member of Congress, the archival preservation of your papers is a long-lasting form of service to constituents in your state and throughout the nation. We urge you to embrace the tenets of H. Con. Res. 307:

(1) Members' Congressional papers (including papers of Delegates and Resident Commissioners to the Congress) should be properly maintained;
(2) each Member of Congress should take all necessary measures to manage and preserve the Member's own Congressional papers; and
(3) each Member of Congress should be encouraged to arrange for the deposit or donation of the Member's own noncurrent Congressional papers with a research institution that is properly equipped to care for them, and to make these papers available for educational purposes at a time the Member considers appropriate.

Documenting our democracy through the preservation of the record created by Congress is the work of many. In addition to the efforts of the National Archives, the endeavor involves the efforts of libraries, archival repositories, historical societies, and congressional and public policy centers in every state across the nation. We cannot succeed without you. Please take steps to preserve the historical legacy of your state and na-

tion as represented in the records generated by your congressional office.

Sincerely,

LEIGH McGWHITE, CHAIR,
Congressional Papers
Roundtable, Society
Association of Amer-
ican Archivists and
Political Papers Ar-
chivist, University of
Mississippi.

SHERYL B. VOOT,
PRESIDENT,
Association of Centers
for the Study of
Congress and Direc-
tor, Richard B. Rus-
sell Library for Po-
litical Research and
Studies.

U.S. SENATE,
OFFICE OF THE SECRETARY,
Washington, DC, September 13, 2012.
Hon. HARRY REID,
Majority Leader, U.S. Senate,
Washington, DC.

DEAR SENATOR REID: The week of September 17, 2012 marks the third annual celebration of Congress Week, sponsored by the Association of Centers for the Study of Congress (ACSC). The ACSC was founded in 2003 as an independent alliance of institutions that preserve the papers of members of Congress and promote the study of Congress through the educational use of these collections.

This year's celebration builds on successful Congress Weeks in 2010 and 2011, observed by 35 member institutions around the country through lectures, film series, exhibits, and appearances by members of Congress. For Congress Week 2012, the ACSC and the Congressional Papers Roundtable would like to call attention to H. Con. Res. 307 (2008) by asking you to insert the attached letter into the Congressional Record.

As Chair of the Advisory Committee on the Records of Congress, I support this request because it encourages members of Congress to preserve their records and history.

Sincerely,

NANCY ERICKSON,
Secretary of the Senate.

TRIBUTE TO PHIL AND JENNIFER SATRE

Mr. REID. Mr. President, I rise to honor Phil and Jennifer Satre, who have spent more than 35 years as dedicated stewards of their community and champions for education. These college sweethearts are model parents, grandparents, philanthropists, and business and community leaders in northern Nevada. I am pleased that KNBP Public Broadcasting is recognizing the Sates with a special honor at the 15th Annual Aged to Perfection Tribute Dinner.

Phil Satre's work in Nevada began in 1975 with the local law firm Vargas & Bartlett in Reno. Five years later, Phil started his career with Harrah's Entertainment, where he held various positions, including chairman and CEO, until his retirement in 2005. Phil was named Best Chief Executive in the Casino and Hotel Industries by the Wall Street Journal and was inducted into the Gaming Hall of Fame by the American Gaming Association, just two of his many outstanding honors and

Encoded Archival Description (EAD) Roundtable (Liaison: Landis)

Officers:

- Jodi Allison-Bunnell, Co-Chair (2013-2015)
- Mark Custer, Co-Chair (2012-2014)

- Steering Committee: Regine Heberlein (2012-2014), Suzanne Maggard (2013-2015), Laura Starratt (2013-2015)
- Hillel Arnold, Past Co-Chair (2011-2013)

Report from annual meeting:

- Number of attendees: 90
- Election results (online voting): Co-chair ballot (1 opening): Jodi Allison-Bunnell, Krista Ferrante, and Susan Potts McDonald. Jodi Allison-Bunnell elected.
Steering committee ballot (2 openings): Elise Dunham, Suzanne Maggard, and Laura Starratt. Suzanne Maggard and Laura Starratt elected.
- Summary of meeting activities:
 - Hillel Arnold announced the Roundtable's election results, including information about the newly adopted bylaws.
 - Mark Custer provided a summary of the EAD Hackathon. In the course of the Hackathon, three breakout groups engaged in the following topics:
 - How to test out the EAD3 beta schema and report issues to the Schema Development Team's GitHub account.
 - How to use a Schematron file to provide additional encoding rules and to enforce local best practices.
 - How to embed Schema.org metadata into HTML pages, thereby retaining some of the structured data already described and encoded in EAD.
 - Merrilee Proffitt provided an update for OCLC Research, which included the announcement that ArchiveGrid now contained over 120k EAD files.
 - Lea Osborn provided an announcement about NYPL's new EAD website, which provides access to over 8,000 finding aids from seven different repositories:
<http://archives.nypl.org/>
 - Kathy Wisser provided an update on activities from TS-EAC
 - Mike Rush provided an extensive overview of the EAD revision process on behalf of TS-EAD. Mike Rush and Bill Stockting also fielded questions from the audience after the presentation.

Completed projects/activities: In 2012, the Roundtable leadership endorsed two proposals for the 2013 SAA Annual Meeting, both of which were selected by the Program Committee:

1. Disruptive Components: Reimagining Archival Discovery Systems
Session Chair/Proposer: Dan Santamaria
2. It's a Con(text) Job: Contrasting EAC-CPF Projects
Session Chair: Jerry Simmons
Session Proposer: Susan Pyzynski

At the 2013 Annual Meeting, the Roundtable hosted its first ever EAD Hackathon, which was scheduled as a preconference event on August 12th. During the EAD Roundtable meeting, which was held on August 16th, the Roundtable yielded the majority of its timeslot for an EAD Revision Forum that was co-organized with the Technical Subcommittee for EAD.

Additionally, the Roundtable was successful in drafting, adopting, and ratifying its first set of bylaws, which are available online at the following address: <http://www2.archivists.org/groups/encoded-archival-description-ead-roundtable/encoded-archival-description-ead-roundtable-bylaw>

After the 2013 Annual Meeting, the Roundtable leadership endorsed two proposals for the 2014 SAA Annual Meeting:

1. Linked Archival Metadata: How to Get There from Here
Session Chair/Proposer: Anne Sauer
2. Show me the Stuff: Integrating Digital Objects in Finding Aids
Session Chair/Proposer: Laura Starratt

Ongoing projects/activities: The Roundtable continues to manage and update the EAD Bibliography website, which is hosted on Zotero, http://www.zotero.org/groups/ead_bibliography. The EAD Bibliography Zotero group now includes a total of 236 citations and 28 members.

Roundtable officers and members are participating in the revision of the EAD standard in cooperation with the Technical Subcommittee for EAD (TS-EAD). Example contributions have included: taking minutes during conference calls; participating in discussions about the revision process; and providing feedback to the Schema Development Team's GitHub account.

New projects/activities: As TS-EAD comes to the end of its revision process, the Roundtable expects to assist in publishing stylesheets, tools, best practices, helper files and other resources on the Standards Portal and other sites, including the Roundtable's GitHub account (<https://github.com/saa-ead-roundtable>).

Additionally, the Roundtable leadership has scheduled monthly conference calls for the upcoming year in an effort to keep conversations going regarding new and ongoing initiatives.

2010-2013 Strategic Priority – Technology Initiatives: The Roundtable continues to contribute content to the Standards Portal, and to collaborate with the Standards committee in developing this resource.

2010-2013 Strategic Priority – Diversity Initiatives: The Roundtable has not yet undertaken any diversity initiatives, but encourages the participation of individuals interested in EAD regardless of background.

2010-2013 Strategic Priority – Advocacy/Public Awareness Initiatives: The Roundtable plans to support the upcoming release of EAD3 in 2014, which will include publicity efforts aimed at providing information to members about changes to the standard as well as resources to assist in implementation.

Initiatives associated with the new 2013-2018 Strategic Plan: The Roundtable has not yet created any initiatives specific to the 2013-2018 Strategic Plan and its 4 overarching goals, but it plans to discuss these goals in more detail during its monthly conference calls.

Questions/concerns for Council attention: None.

Human Rights Archives Roundtable (Liaison: Theimer/Baxter)

Officers:

From August 2012 to August 2013 - Tessa Fallon, Sr. Co-Chair, Béatrice Skokan, Jr. Co-Chair, and Jasmine Jones, Web Liaison.

From August 2013 to present – Béatrice Skokan, Sr. Co-Chair, Theresa Polk, Jr. Co-Chair and Jasmine Jones, Web Liaison.

Report from annual meeting:

- Number of attendees: 15-20

- Election results: call for Jr. Co-Chair nominations and elections conducted online after the annual meeting. Theresa Polk was elected as the new Jr. Co-Chair in September 2013.
- Summary of meeting activities:
 - Introduction to session, officers – Béatrice Skokan and Jasmine Jones
 - *Archivists Without Borders* work presentation by Jasmine Jones
 - *Displaced Archives Projects* presentation by Jeremy Brett
 - *Human Rights Documentation Initiative* presentation by T-Kay Sangwand
 - Council Update by Terry Baxter
 - Bylaws distribution and acceptance.

Completed projects/activities:

- The Human Rights Roundtable membership survey was completed in December 2012. The purpose of the survey was to assess membership needs and interests.
- The new roundtable [blog](#) was established in February 2013.
- The roundtable started a [Five Questions Series](#) in March 2013 to provide an additional forum for sharing expertise in the field of human rights archives.
- The roundtable drafted its [Bylaws](#) which were approved by the membership and by SAA Council in September 2013.

Ongoing projects/activities: The roundtable will continue with the “Five Question Series” with human rights archivists to provide professional insights to members especially those who are unable to attend the annual meeting. The leadership will also explore other tools for sharing resources.

Initiatives associated with the new 2013-2018 Strategic Plan: Review of the results of HRART 2012 membership survey to:

- Enhance Professional Growth (SAA Strategic Plan Goal 2)
- Meet Member’s Needs (SAA Strategic Plan Goal 4)/

Submitted by Beatrice C. Skokan, HRART Sr. Co-Chair

International Archival Affairs Roundtable (Liaison: Theimer/Smith)

Date: November 19, 2013

Name of Section/Roundtable: International Archival Affairs Round Table

Officers: Ad-hoc Steering Committee (2012-2013): Brad Bauer, Mario Ramirez, Lisa Nguyen, Polina Ilieva, Valerie Komor, Tom Connors.

Elected steering committee (2013-2014):

Report from annual meeting:

- Number of attendees: 34
- Election results: Brad Bauer (senior co-chair, 2013-2014), Christian Kelleher (junior co-chair/senior co-chair elect 2013-2015), Christopher Laico (member-at-large, 2013-2016), Ryder Kouba (member-at-large, 2013-2015), Danielle Scott (member-at-large, 2013-2014).
- Summary of meeting activities: See Appendix A. Highlights included a presentation by ICA Secretary General David Leitch, followed by an open discussion with him; a brief presentation on the Displaced Archives Project by Mario Ramirez and Douglas Cox; an announcement of the results of the election for the first-ever IAART steering committee (with a run-off election for one

of the positions held during the meeting); and an open floor for discussion, which included announcements about projects such as the Diasporic Literary Archive project (David Sutton), the formation of the U.S. chapter of Archivists Without Borders (Mario Ramirez), and the Online Archivists Biography Project, sponsored by the Section on University and Research Institution Archives of ICA (Suzanne Belovari).

Completed projects/activities: During the past year, the ad-hoc steering committee that was assembled following the annual meeting in San Diego drafted bylaws for the roundtable, held a referendum among IAART members that led to the approval of these bylaws, solicited nominations for the first slate of candidates for the steering committee (as mapped out in the bylaws) of IAART, and also held a successful election. As a result of the latter, we were able to introduce the newly elected steering committee at the annual meeting in New Orleans.

Ongoing projects/activities: [none submitted]

New projects/activities: Following the annual meeting in New Orleans, the four of the five members of the steering committee met to discuss possible projects for the year ahead. The consensus was that it would be good to facilitate greater communication among roundtable members, and in particular to use our microsite as a means of doing so, with the introduction of an international archives blog that would be connected to the site. The hope is to share news items and a variety of perspectives about international archival practice, and to generate discussion and information sharing through the blog.

2010-2013 Strategic Priority – Technology Initiatives: The plans to launch an international archives blog would address desired outcome #3 of the strategic plan for 2010-2014.

2010-2013 Strategic Priority – Diversity Initiatives: [none submitted]

2010-2013 Strategic Priority – Advocacy/Public Awareness Initiatives: [none submitted]

Initiatives associated with the new 2013-2018 Strategic Plan: [none submitted]

Questions/concerns for Council attention: We have no specific questions for Council at this time, but would be open to and interested in any questions or guidance that Council may have for this roundtable as we look at ways that IAART can address SAA's strategic priorities. We hope that this roundtable can effectively address the interest that SAA members may have in issues related to international archives, that we can raise the level of awareness among SAA members about issues that our profession faces on an international level, and that we can be a welcoming place for international colleagues who attend our annual conferences to meet and network with North American archivists.

*Respectfully submitted,
Brad Bauer
Senior co-chair, IAART*

Appendix A:

International Archival Affairs Roundtable Meeting Report

Wednesday August 14, Hilton Hotel, New Orleans

3:00 Welcoming comments from Brad Bauer, IAART Ad Hoc Steering Committee

3:10 Announcement of Roundtable election results. A run-off election for Member-at-large (2 years) was done. Election results were:

Senior Co-Chair (1 year): Brad Bauer (United States Holocaust Memorial Museum)

Junior Co-Chair (1 year, followed by 1 year as senior): Christian Kelleher (Nettie Lee Benson Latin American Collection, University of Texas)

Member-at-large (3 years): Christopher Laico (Columbia University)

Member-at-large (2 years): Ryder Kouba (University of Houston)

Member-at-large (1 year): Danielle Scott (Hoover Institution, Stanford University)

3:15 Announcement by representative of the 2014 Program Committee, and encouragement by Senior Co-Chair Brad Bauer for panel proposals.

Bauer recognized the members of the IAART Ad Hoc Committee for their work formalizing the Roundtable in the past year.

3:20 Presentation on the Displaced Archives Project by Project members Mario Ramirez and Douglas Cox.

3:30 Presentation by David Leitch, Secretary General of the International Council on Archives. Leitch gave a brief introduction to ICA, its history, membership, and mission to preserve archives and improve access at an international level. He emphasized that ICA has recently democratized, broadened its membership base beyond national archives. He discussed the Universal Declaration on Archives, and emphasized an ICA focus on digital preservation. Leitch highlighted ICA publications such as Comma, Flash, their annual report, and the free e-newsletter. He reported on a conversation with the SAA leadership and posed the question, what does SAA have to offer ICA?, rather than what can ICA do for SAA.

In a Q&A session Leitch was asked about ICA's practice in questions such as the return of Korean diaries from Paris, and responded that ICA's role was to enable solutions to be found rather than take a specific stance. There was discussion of ICA's activity or possible activity in Latin America. Leitch highlighted AtoM, the Access to Memory project. There was a question and brief discussion on how to formalize programs enabling archivists to volunteer professionally on an international scale.

4:15 Outgoing SAA Council liaison Kate Theimer, introduced incoming liaison Helen Wong Smith. Theimer highlighted the call for diversity in formats for presentations at future SAA conferences, and also increased availability of content from conferences. 2005-2007 session recordings are currently available on the SAA website, and more are coming. Theimer discussed how part of the Strategic Plan is to increase activity internationally, and confirmed the Council's support for ICA. Council adopted a revised charge for the SAA/ACA representative to SPA (ICA Section of Professional Associations) and suspension of the SAA contribution to NAANICA, the North American branch of ICA.

4:30 Open Floor

A member of the Diasporic Literary Archives project (<http://www.diasporicarchives.com/>) presented on the project's goals to examine the implications of why literary collections move around internationally, and highlighted institutions offering temporary deposit of literary archives currently in jeopardy and repatriating them at a future date.

Susanne Belovari of the ICA Section on University and Research Institution Archives introduced the "Online Archivists Biography Project" to create a directory of college and university archivists, and encouraged participation in the Section's annual meeting in Paris.

Mario Ramirez gave an update on the development of the U.S. Chapter of Archivist Without Borders, which is working toward non-profit incorporation (<http://awbuschapter.wordpress.com/>).

An announcement was made from email from Pat Grimsted on repatriation of archives from Russia and her book *Returned From Russia*.

An announcement was made from email from Trudy Peterson about the ICA Human Rights Working Group newsletter, available by joining the ICA listserv (<http://www.ica.org/3321/about-archives-and-human-rights-group/about-archives-and-human-rights.html>).

Bryan Corbett made a call for participation in his upcoming dictionary project with Luciana Duranti.

4:50 Meeting adjourned.

--notes by Christian Kelleher, Junior Co-Chair

Issues and Advocacy Roundtable (Liaison: McCrea/Mangiafico)

Officers:

- **Jeremy Brett**, Chair, August 14, 2013 – August 10, 2014, Texas A&M University
- **Sarah Quigley**, Vice-Chair, August 14, 2013 – August 10, 2014, Emory University
- **Allison Gallop**, Steering Committee Member, August 14, 2013 – August 10, 2014, Atlanta University Center
- **Christine George**, Steering Committee Member, August 14, 2013 – August 10, 2014, SUNY-Buffalo
- **Jasmine Jones**, Steering Committee Member, August 14, 2013 – August 10, 2014, UCLA
- **Erin Lawrimore**, Steering Committee Member, August 14, 2013 – August 10, 2014, University of North Carolina at Greensboro
- **Shawn San Roman**, Webmaster and Steering Committee Member, August 14, 2013– August 10, 2014, Credit Union National Association Inc.
- **Alison Stankrauff**, Steering Committee Member, August 14, 2013 – August 10, 2014, Indiana University South Bend
- **Lisa C. Mangiafico**, Liaison to SAA Council, August 14, 2013 – August 10, 2014, Soroptimist International of the Americas.

Report from annual meeting:

- Number of attendees: 20
- Election results:
[Previously elected] Jeremy Brett will continue a second year as Chair.
Vice-Chair/Chair-Elect: Sarah Quigley
Steering Committee Member (incumbent): Shawn San Roman
Steering Committee Member (incumbent): Alison Stankrauff
Steering Committee Member (newly elected): Allison Gallop
Steering Committee Member (newly elected): Christine George
Steering Committee Member (newly elected): Jasmine Jones
Steering Committee Member (newly elected): Erin Lawrimore
- Summary of meeting activities:
Please see minutes at <http://www2.archivists.org/groups/issues-and-advocacy-roundtable/meeting-minutes-saa-new-orleans-2013>.

Completed projects/activities: The I&AR Steering Committee worked through the last year to include a Directory of Archival Organizations, which is now posted on the website. This is designed to list archival organizations at the international, national, regional, state, and local level, and will further serve as another resource for advocacy for archives and archivists.

Ongoing projects/activities: The Roundtable will continue throughout the year with letter-writing campaigns, depending on the individual issue under discussion.

The Roundtable will also continue its periodic Advocacy Blog on its website. As well as ongoing blog entries on general advocacy topics, the blog will serve as a platform for our new Advocacy Stories endeavor, in which we will solicit and collect anecdotes and stories from archivists about advocacy and outreach events with which they have been involved.

We will also once again nominate a suitable candidate for the Jameson Award when the time comes. We will continue to push advocacy on a local level, with new issues being posted on our site periodically as they arise – for members'/general public's action and general information.

New projects/activities: The Roundtable will be assembling an *Advocacy Toolkit*. This toolkit will draw on advocacy and outreach policies, directives, projects, mission statements and other documents taken from both archival and non-archival professional organizations as well as other types of institutions (i.e. corporations, lobbying groups, etc.). The toolkit will be a rich and enduring information source for SAA members and others to draw on for their own advocacy and outreach endeavors.

2010-2013 Strategic Priority – Technology Initiatives: N/A

2010-2013 Strategic Priority – Diversity Initiatives: N/A

2010-2013 Strategic Priority – Advocacy/Public Awareness Initiatives: See above. All our group initiatives are directed towards the strategic priority of advocacy.

Initiatives associated with the new 2013-2018 Strategic Plan: Although none of our initiatives are explicitly associated with the Strategic Plan, all our actions are directed with Goal 1: ADVOCATING FOR ARCHIVISTS AND ARCHIVES in mind, as well as Goal 4: MEETING MEMBERS' NEEDS. As far as Goal 4 is concerned, we work to respond to the membership's ongoing concerns about advocacy (both within and outside archival institutions).

Questions/concerns for Council attention: The Roundtable is interested in Council's explicit opinion about how it may be expected to interact with the new Committee on Archives and Public Policy, as well as how Council sees the function of the I&A Roundtable going forward.

Labor Archives Roundtable (Liaison: Theimer/Pyatt)

Date: 12/17/2013

Name of Section/Roundtable: Labor Archives Roundtable

Officers: Conor Casey, Catherine Powell—Co-Chairs

Report from annual meeting:

- Number of attendees: About 17
- Election results: Conor Casey re-elected for a second term 2013-2015, New roundtable bylaws approved by membership.
- Summary of meeting activities:
(or attach minutes or newsletter accounts)

See attachment at end of document for draft minutes.

Completed projects/activities:

Investigation of viability of Labor Archives portal with OCLC.

Ongoing projects/activities:

Ongoing investigation of Labor Archives portal.

New projects/activities:

Creation of a Labor Archives portal working group.

Working on planning a Labor Archives retreat in 2014.

2010-2013 Strategic Priority – Technology Initiatives: [none submitted]

2010-2013 Strategic Priority – Diversity Initiatives: [none submitted]

2010-2013 Strategic Priority – Advocacy/Public Awareness Initiatives: 2010-Letter to SAA Council expressing concern about the boycott of the hotel at annual meeting, explanation of many of our roundtable's members refusal to attend in a boycotted hotel, and recommendation that future conference planning committees consider worker rights and social justice issues and consider getting a *force majeure* clause into the meeting contract.

2012- Letter to AFL-CIO President Richard Trumka on the need to find a new home for the George Meany Memorial archives that both preserved the records and provided timely access to researchers.

Initiatives associated with the new 2013-2018 Strategic Plan: [none submitted]

Questions/concerns for Council attention: [none submitted]

Labor Archives Roundtable

Annual Business Meeting Minutes

Wednesday, August 14, 2013 3:00pm - 5:00pm Grand Salon

Minutes by Conor Casey

1. Roundtable co-chairs Catherine Powell and Conor Casey opened meeting. (5 minutes)
2. Kate Theimer, council liaison, gave us updates on SAA Council business and introduced new SAA Council liaison Tim Pyatt. (10 minutes) Kate introduced Tim Pyatt, our new council liaison. Annual Meeting Taskforce update. One element looking at social justice issues in meeting venue contract. Council passed a document called "Principles and Priorities for Continually Improving SAA Annual Meeting" will be available online. Commitment to fair labor practices. Implementing *feurce majeure* clause into all contracts. "Act of God". SAA will actively report and monitor labor conditions monitor websites to not get blindsided.

Tim Pyatt reported on new developments regarding the structure of the annual meeting. The meeting will soon shift to 60 and 75-minute slots instead of 90-minute slots. There will be less 3-person panels and more lightning talks. Participating in two different sessions is possible, as well as participating in a panel and poster session. This revision of formats will create more options

for participation. When you submit, you don't always have all participants finalized and listed for a lightning talk session. The program will be revised to reflect this.

The new fixed rule is that a participant's name can't appear on more than one session proposal. This doesn't apply to lightening rounds. However, the speaker can only be on one program proposal; including acting as a session chair. In some of the more informal sessions you might be able to since some participants only speak for 5 min.

The Communications Taskforce is improving products and updating things.

The Government Affairs Working Group has been replaced by the Advocacy and Public Policy Committee.

SAA council if busy drafting a new strategic plan.

Tom Connors noted that the new one will be different than the draft.

Kate Theimer said that the draft was still in progress and there is still a chance for input; comments are still being elicited. In many aspects, the intention of the plan is to try to make SAA more welcoming and less bureaucratic and flexible. Some of the plan considers SAA's role on international stage, both in finances and time.

There was a discussion of previous efforts to collaborate regionally such as the International Council of Archives.

Kate invited us to the lunchtime forum to learn about greater involvement, though the session would mostly emphasize an individual level of involvement.

3. Updates on Adoption of new LAR Bylaws and 2013 Election Results. (5 minutes)

New bylaws were approved by LAR membership; Conor Casey was re-elected as Co-Chair of the Labor Archives Roundtable.

4. General discussion and updates: Introductions, updates, and current outreach activities. (40 minutes)

Tom Connors-Teamsters Archives, George Washington University: Will show the LAR their new space next year at the SAA Annual Meeting in Washington, DC.

Tom outlined the process of trying to reach out to Teamsters locals. Collectioning takes strategic thinking because so much was destroyed over the years. People started out territorially, making inroads and they are starting to bring in some of those collections. The Teamsters destroyed many records but also microfilmed many of them, and the Teamsters Archives is currently digitizing them. Using a Mekel. Mach scanner. Tom noted it has proven a good machine to digitize with. They are now managing the digital surrogates in D-Space, but he wants better storage area for it. Tom noted that David Keller, archivist at the Metropolitan Water District of Southern California, just published a pictorial history of Seattle's jazz musicians. Tom handed out the announcement for the book.

Traci Drummond, Southern Labor Archives, Georgia State University-Noted that the SLA has done many oral histories with executive officers of the International Association of Machinists. (The SLA is the official repository of the IAM), and they have been working to get them online. Traci noted that the SLA had recently lost some space at GSU. GSU is an urban university, and spaces are being reallocated because of growing student population. As well, other collections have been being moved around.

Traci mentioned her upcoming article in *Provenance* (Newsletter of the Society of Georgia Archivists) about how the Southern Labor Archives got the Professional Air Traffic Controllers Organization record and their efforts to digitize most of them via an NHPRC grant.

Robin Walker, Ann Rand Memorial Library, International Longshore and Warehouse Union-Projects in works on hold due to impact of contract negotiations. Digitizing the *Dispatcher* from 1942. Working with locals on donating ILWU archival material. Seattle local helped to put together material with the goal of donating some to the Labor Archives at the University of Washington.

Robin helped ILWU Local 6 with 300 boxes of material in their offices, with the goal to transfer some to the Labor Archives & Research Center, SFSU.

Robin noted that there will also be an oral history interview project coming up at the ILWU's Pacific Coast Pensioners Convention in Portland.

The is collaborating with the California State Assembly Speaker's Commission on Labor Education and the Golden Gate National Recreation Area on the history of the Port of San Francisco to integrate labor history into the exhibit..

Other projects: Robin is helping to organize an ILWU Secretary Treasurers' Conference that will educate around Department of Labor recordkeeping. Also does presentations on historical records.

There will be another conference on longshore labor history and the impact of changing labor laws.

James Quigel-Pennsylvania State University- United Mine Workers, Steel workers, Penn AFL-CIO. Finished processing United Mine Workers donated about 10 years ago is processed and finding aids online. Accessed via Special Collections website. Kept Reuther apprised of service union. Collection was 13 miles away in storage. Loaded with disciplinary and personal information. Legal and ethics relating to access issues. Has done a lot of articles on this outreach. Projects will Fayett, PA. Cole and coke. Collections in library. Historical society. Hidden collections. 800 oral history interviews.

Katie Dowgiewicz, ILGWU Archivist, Kheel Center, Cornell University. Converted first 10 years of garment worker online digital. Warwick scanning Yiddish language periodicals and journals. Labor's international hall of fame: looking for indiv association with labor. Put forth for induction.

Barb Morley-Digital Archivist, Kheel Center, Cornell University. Making huge push on processing backlog. All will be available online. MARC and EAD finding aids. All collection have a collection level listing. Prioritized.

Collaborative grant in NY State to digitize open reel ILR school speakers. Digitizing 250 hours of recordings. 2,000 collective bargaining agreements on digital commons on ILR School. In process of 1,800 more. Retail in education areas. All across country. 120 years. Legacy labor photos on Flickr and ArtStor and SharedShelf.

Beth Meyers, Director, Walter P. Reuther Library, Wayne State University. Working past year to get a handle on Reuther. Wants to understand connection to the institution. Highlights: Institutionally and administratively the director now reports through Dean of University libraries. Promise of commitment of technology and resources. Roof leaks are happening in building. Managed and freeze dried and ongoing environmental testing. 7,000 linear feet moved outside. Aggressively getting back into big grant applications like the NHRPC for better description and access of oral histories. 1,560 oral histories from 200 oral history projects. NEH planning grant in December.

Joshua Youngblood, Research and Outreach Services Librarian, University of Arkansas. Don't collect directly on labor history. Some related collections. Third year of giving labor history scholarship. Agriculture and urban transition economy. Art history in 1930s; New Deal. Tom

Wilks *Commonwealth College Fortnightly* online. Upcoming project is cleaner and better. They collect on social and environmental activism in Arkansas.

Lucinda Manning, Consulting Archivist / Records Manager, The Lula Group. Lucinda said that in the 1980s, she was one of co-founders of Labor Archives Roundtable. She knew Debra Bernhardt (Wagner Labor Archives, NYU). Would like to write more of history as a roundtable to share with SAA. Doing new taskforce on affinity groups and related sections and roundtables.

Catherine Powell, Director, Labor Archives & Research Center, San Francisco State University. Small projects and frustration. Detailed the process of moving LARC into a new space. The other part is that they are now part of a bureaucracy. They plan on undertaking a digitization project using a planetary scanner. However, they have no staff to do a major project. They have already completed their first 5 projects, including the Fred Dumatzen scrapbook (Dumatzen was Golden Gate Bridge worker who died during construction). Sue Koh Lee scrapbook digitized (Koh Lee was an ILGWU worker who helped organize the first union of Chinese women garment workers in San Francisco).

Gave Golden Gate Bridge's 75th Anniversary presentation at California Historical Society, the presentation was broadcast on C-SPAN. The Golden Gate Oral History project was heavily used in public press sources, though not always credited. One project used oral histories in an smartphone app.

Currently working with artists at Southern Exposure galleries documenting labor organizing, sheep herding, and goat herding. One way to reach new Audiences.

Another important collection: Norman Leonard Papers. Leonard was a lawyer who defended ILWU leader Harry Bridges at his Deportation trial. Worked for CIO unions. They have just completed an overhaul of the finding aid; the collection will be fully processed and on the Online Archive of California soon. The project processed previously neglected chunks.

United Healthcare Workers Collection; originally challenged by parent institution (SEIU). However, finally got a signed Deed of Gift and the collection will be open for research.

Another collection: Emmanuel Joseph. Documented *We Also Serve*

Ben Blake-University of Baltimore-New on the job a UB. General archives. 20th century Baltimore history. Stuff on Steelworkers.

Conor Casey, Labor Archives of Washington, University of Washington Libraries Special Collections-

-Conor gave an overview of the Labor Archives of Washington State, founded 2010. -Collections include every major labor council in the state, state labor federation, statewide locals, dozens of local unions, and the papers of union officers, members and labor and civil rights activists. Building new collections around the theme of cannery workers, labor and civil rights, and farm workers.

-Exhibits this year included one on the art of Richard Correll at the Northwest Folklife Festival in Seattle, and was part of the Washington State Labor Council's Mayworks program.

-All labor related finding aids are now online. All legacy print inventories from legacy labor collections have now been appended to preliminary inventories.

-Working on new digital curation workflows, including archiving web sites and ingesting born digital records

-Digitization: There is now a dedicated Labor Archives portal with a couple thousand digital surrogates of collection materials.

-Enhancing visibility of LAW collections by increasing contribution to consortia like the Northwest Archives and OCLC.

- Expanding educational outreach beyond university and union locals to hundreds of community college students a quarter.
 - Since the Winter of 2011, LAW has incorporated 49 volunteers, interns, staff working on processing. This is based on a collaborative, iterative, processing model.
 - Also addressing some concerns about personal information left in legacy collections, via redaction and restriction.
 - Funding model: Based entirely on donations from labor community; just got two more years of funding from the International Longshore and Warehouse Union.
-

- a. Update from Lauren Brown, University of Maryland Special Collections Librarian
5. Lauren Brown, Manager of Special Collections, University of Maryland. October 1 event. Governor of Maryland. Announcement and celebration of partnership with AFL-CIO to take on management of George Meany Memorial Archives.
 6. Jenn Eisen 16,000-17,000 records cartons. Contracted to store bulk of collection offsite core research collection is onsite.
 7. Gompers Papers Project. Will reopen core archives on October 1. Bakery, Confectionary, Tobacco, Grain Millers bringing a new wave existing relationship. Carpenters and Joiners of America. Developing a training facility and exhibit in Las Vegas in February.
 8. Conor Casey: Updates on the topical labor archives discovery interface that would search across repositories' hosted EAD records and other online finding aid formats. (15 minutes) Idea would be a topical collections portal, organized by International Unions and then break down geographically.

Traci: Suggested wordpress for public interface, or possibly a LibGuide

Barb: Noted that it would be very important that it would be able to extract and import data from other formats.

Catherine: Suggested a working Group to assess and appropriate platform, look for existing templates, anticipate problems and issues, and generate a bulleted document of goals and objectives. This will also assess what kinds of support would be needed and what kind of time commitment the project would take.

Limits of a phase project.

Come up with a defined plan. Bigger institutions could think about contributing time from grad students and funding for investigatory work and testing. Even who should be contacted.

Traci: Interested after end of year. Catherine is interested as well. Conor will also be part of the working group.

Question: Does another roundtable have something like this that could serve as a model or a pathway?

Idea: Roundtables can bring proposals to the leadership list. Investigate: Have people done things like this in the past?

Could SAA come up with support money and tech support?

SAA said they wanted to fund things like this. Might be a model for other topical roundtables and sections.

Planning year followed by an implementation year.

Come up with budget and hire someone to do it.

Fleshing out of project.

Quigley: Subject level reveal.

9. Other potential projects:
 - a. Brainstorming (30 minutes)
 - Previous ideas
 - Comprehensive survey of labor collections as part of our documentation strategy.
 - Listing of endorsed labor archivists in different geographical areas that labor unions could draw upon to consult about their records.
 - Might be a bit strong. Directory. Access. Broke labor archives directory down by state.
 - If a union needed help in a region, they could contact and help someone. "Collections hotline".
 - Barb-Suggested endorsed a bit strong. New archivists could benefit from reading list. Barb is volunteering to put together a reading list to get a handle on it before dealing with unions.
 - Talked about putting list online.
 - Berhardt's *How to Keep Union Records* suggested.
 - This is already online at the Labor Archives of Washington State's website along with ILWU records management schedule.
 - Robin: Suggested a short guide on how to preserve and exhibit records for unions.
 - Catherine: Referral to another union that has records in other archives.
 - New York Labor History Association. *How to Preserve Your Union Records*. Jane Latoure
 - b. Idea: Either Labor Archives Retreat or the technology to meet online as a roundtable. Taskforce on Affinity Groups. Physical meeting or teleconference.
 - c. Google Hangout suggested by Conor
 - d. Traci: A two day retreat was helpful because you got to meet and talk. Machinists have offered to put us up for \$100 per person at their training facility. We'd have to pay to get there. Other option has at GSU.
 - e. There was interest. Traci will take it on. Either in DC area or Atlanta.
 - f. Catherine and Conor will schedule a hangout meeting. See how it goes. Once a year is not enough.
 - g. Proposal for next SAA meeting: Quigley would like to take lead. Ethics: Artifacts. Ethics? New Year DC. Willing to organize session. Will send out announcement and elicit feedback.
 - h. Other idea open house at GWU next year.
 - i. One session that Oral History section endorsed is lightening round. Lightening round. 5-10 minutes.
 - j. Upcoming year: Women in labor archives.

-Tom might scan and get online on LAR website.

- Collaboration
- New Ideas

Ideas brought up at Leadership meeting. Interested in collaboration and cross-pollination. Women's Roundtable? Human Rights Roundtable? Oral History Roundtable? Problem: Meetings at same time. Contact chair. Quigel anything on social justice and oral history. Possibly another person. Idea for collaborations: Presentations for both groups. Workers and Social Justice.

-Idea for a working group on public policy. We may want to interact with this.

- Action Plan (15 minutes)
- Who (volunteers? working group?)
- Timeline/proposal/report back to LAR

Latin American and Caribbean Cultural Heritage Roundtable (Liaison: Zanish-Belcher)

| | | |
|----------------------------|----------------------|---------------------|
| Officers: (Elected) | Senior Co-Chair: | Joel Blanco-Rivera |
| | Junior Co-Chair: | Natalie Baur |
| (Appointed) | Webmaster: | Margaret Leigh Diaz |
| Liaison – SAA AACR | Aaisha Haykal | |
| Liaison – IFLA-LAC | Susan Laura Lugo | |
| Liaison – ACURIL | Lorraine Nero | |
| Liaison – SAA CHWG | Marisol Ramos | |
| Liaison – SAA Diversity | Silvia Mejia | |
| Liaison – SAA Council | Tanya Zanish-Belcher | |

Report from annual business meeting:

- Date of meeting: August 14, 2013
- Attendance: 12 members
- Total membership on November 18, 2013: **228**
- Election results:
 - Natalie Marie Baur was elected Jr. Co-Chair via on-line ballot.
- The meeting included two presentations by members of LACCHA
 - Marisol Ramos spoke about information sharing and crowdsourcing and her experience with working with Puerto Rican materials at UCONN in partnership with University College in Dublin, Ireland. Possibilities for working with library schools and other educational institutions to work with library and archives materials on these kinds of projects.
 - Cristela Garcia-Spitz (UC San Diego) spoke about the Herman Baca papers, a newly digitized Chicano collection at the UC San Diego Libraries.
- Topics of discussion:
 - Getting members more involved with tasks of running the group such as website, newsletter, beginning conversation of the future of LACCHA, next year's meeting (possibilities for joint meeting, etc.)
 - Need for possibly changing the focus and scope of LACCHA
 - **Action:** An Ad Hoc Steering Committee will be created to evaluate the by-laws of LACCHA, its mission, and present recommendations to strengthen the work and presence of the Roundtable.
 - The Ad Hoc Steering Committee has been assembled and began its work in October 2013.
 - Publication of a blog: A blog will be created to substitute the newsletter. The blog will complement LACCHA's website.
 - 2014 Business Meeting: LACCHA will explore possibilities of doing a joint business meeting with another Roundtable.

New projects/activities

- Two panels were submitted for consideration to the SAA Program Committee for the Annual Meeting in Washington DC in 2014.
 - Many Languages, One Archives: Creating Multilingual Finding Aids and Digital Collections.
Participants:
Liz Konzak Philliphs and Lisa Nguyen, Hoover Institution Library and Archives

- John Nemmers and Margarita Vargas-Betancourt, George A. Smathers Libraries of the University of Florida.
- o "When Communities Perform Their Own Documentation," The Do's and Don'ts of Building a Community/Family Documentation Project Participants:
 Deborra Richardson, Smithsonian National Museum of American History
 Kat Bell, Dance Heritage Collection
 Martha Diaz, Schomburg Center for Research in Black Culture
 Lisa Calahan, Black Metropolis Research Consortium
 Jennifer O'Neal, University of Oregon
- LACCHA's Ad Hoc Steering Committee
 - o During LACCHA's business meeting at the 2013 SAA annual meeting, participants agreed on the need to assess the mission and goals of the group. The Ad Hoc Steering Committee will be charged with reviewing the current by-laws and present a strategic plan with recommendations for improving the direction and presence of the group. The Ad Hoc Steering Committee will submit a report by May 15, 2014 to LACCHA's co-chairs Joel Blanco-Rivera and Natalie Bauer. The report will be discussed online and during our next year's business meeting.

Questions/concerns for Council attention: None at this time.

Respectfully submitted,

Joel A. Blanco-Rivera
Senior Co-Chair

Attachments: A – Proposed Minutes for LACCHA's Annual Membership Meeting held in New Orleans, August 14, 2013

Cc: Natalie Baur, LACCHA Junior Co-Chair
 Margaret Leigh Diaz , LACCHA Website/blog Editor
 Tanya Zanish-Belcher , SAA Council Liaison

LACCHA Business Meeting
August 14, 2013
5:15-7:15PM

- .. Joel Blanco Rivera called meeting to order.
- .. 12 members in attendance
- .. Member introductions
- .. Joel introduced Tanya Zanish-Belcher (Council Liason) to speak about council updates and feedback.
 - o New task force on member affinity groups
 - o Council still accepting action items for strategic planning
 - o Changes to annual meetings, soliciting feedback for suggestions
 - o Renewed interested in the International Council of Archives; SAA renewed committment
 - o GAWG (Government Affairs Working Group), call for SAA to be more involved in advocacy
 - .. call for issue briefs from Frank Bowles. Now part of Advocacy; want to start collecting elevator speeches on why archives matter

- o Archival Leadership Institute (ALI) call for applicants
- Lightning talks
- o Marisol Ramos spoke about information sharing and crowdsourcing and her experience with working with Puerto Rican materials at UCONN in partnership with University College in Dublin, Ireland.
- Possibilities for working with library schools and other educational institutions to work with library and archives materials on these kinds of projects.
- o Cristela Garcia-Spitz (UC San Diego) spoke about the Herman Baca papers, a newly digitized Chicano collection at the UC San Diego Libraries.
- Joel Blanco Rivera introduced the business meeting portion of the meeting
- o Getting members more involved with tasks of running the group such as website, newsletter, beginning conversation of the future of LACCHA, next year's meeting (possibilities for joint meeting, etc.)
- o Silvia Mejia gave feedback on her last year as Senior Co-Chair and identifying a pool of volunteers
- that are willing to help out with LACCHA meetings and initiatives
- o Marisol Ramos talked about the need for possibly changing the focus and scope of LACCHA (beyond US)
- o Cristela Garcia Spitz brought up difficulty of attending LACCHA due to conflicts with other meetings
- o Marisol brought up idea of having a virtual meeting besides the annual SAA meeting in person
- o Cristela Garcia Spitz talked about starting a steering committee to work on a strategic plan each year
- o Silvia Mejia proposed making the website/newsletter editor an elected position
- o Joel brought up making our goal for this year tangible. Possibility of consolidating website and newsletter into a blog. Silvia Mejia asked about the role of Facebook in relation to the website and newsletter and then the blog possibly.
- o Cristela proposed having a person for each: Twitter, Facebook, blog.
- o Marisol proposed blog person should coordinate following areas: reminding membership to submit things, helping them post, etc.
- o Must change the by-laws to make blog an elected position, so the first blogger will not be elected and will be a volunteer until the bylaws can be revised. This can be done via the new blog to open it for comment. Co-chairs will send an email for a call for volunteers for the blog position for this year.
- o Recap: newsletter/website positions will be eliminated and the editor will now be the blog editor.
- o There will be two calls: for editor and the steering committee. Co-chairs will make the calls via the listserv.
- o Joel spoke about possibilities to have a joint business meeting with another round table next year.
- International Affairs first then Human Rights. Thinking about ways to bring international archivists, getting over language "barrier."
- o Natalie will send out the Council agenda item proposed about Latin American/Caribbean so we can continue to work on it.
- o Silvia proposed touching base one or two times before the annual meeting to make sure things are up-to-date, especially from the steering committee
- Marisol brought up the endorsement of annual meeting panels that LACCHA can sponsor; co-chairs can sponsor and that will influence panel getting accepted to the annual meeting program.

Lesbian and Gay Archives Roundtable (Liaison: Baxter)

Officers:

Co-chair: Michael C. Oliveira, Co-Chair, ONE Archives at the University of Southern California Libraries 2012-2014

Co-chair: Marika Cifor, Co-Chair, UCLA doctoral program, 2013-2015

Steering Committee:

James Cartwright, University of Hawai'i at Manoa, 2013-2014

Daniel DiLandro, Buffalo State, 2013-2014

Doris Malkmus, The Pennsylvania State University, 2013-2014

Deborah A. Richards, Smith College Archives, 2013-2014

Franklin Robinson, Smithsonian Institution, 2013-2014

Deborah A. Torre, St. Catherine University, 2013-2014

Florence "Flo" Turcotte, University of Florida, 2013-2014

Report from annual meeting:

- Number of attendees: 31
- Election results: Marika Cifor, Co-Chair, UCLA doctoral program, 2013-2015
- Summary of meeting activities: See attached

New projects/activities: This year the LAGAR leaders are implementing policies to allow for greater participation and flexibility, by revising the LAGAR bylaws. The roundtable is also reviewing past projects to focus members time and talents on projects to advance the goals of SAA.

2010-2013 Strategic Priority – Technology Initiatives: [none submitted]

2010-2013 Strategic Priority – Diversity Initiatives: [none submitted]

2010-2013 Strategic Priority – Advocacy/Public Awareness Initiatives: [none submitted]

Initiatives associated with the new 2013-2018 Strategic Plan: LAGAR will propose a statement in support of Employment Non-Discrimination Act (ENDA) that SAA council would endorse. Support of ENDA fits into goals of the Diversity Initiatives and continuing Strategic Plan of 2013-2018 and the Advocacy/Public Awareness role of LAGAR.

Questions/concerns for Council attention: Would it be possible to use a SAA account to accumulate funds for a one time award to attend the annual meeting for a new or student member of SAA in honor of LAGAR's 25th anniversary? The funds would be raised by the LAGAR membership and contributed directly to SAA. The funds would be used to pay for the conference fee and all or a portion of the hotel expense.

Minutes of the Annual Meeting

14 August 2013, 5:15pm-7:30pm

Hilton New Orleans Riverside; Grand Salon 6; New Orleans, Louisiana

Officers:

Marika Cifor, 2013-2015 (in-coming female-identified co-chair).

Michael C. Oliveira, ONE Archives at the University of Southern California Libraries, 2012-2014 (male-identified co-chair).

(Florence Turcotte, University of Florida, outgoing female-identified co-chair.)

Steering Committee:

James Cartwright, University of Hawaii at Manoa.
Daniel DiLandro, SUNY Buffalo State.
Doris Malkmus, Pennsylvania State University.
Deborah A. Richards, Smith College Archives.
Franklin Robinson, Smithsonian Institution.
Deborah A. Torres, St. Catherine University.
Florence “Flo” Turcotte, University of Florida.
Terry Baxter, SAA Council Liaison, Multnomah County Records Program.

Minutes of the Annual Meeting, 2013:

Number of attendees: 31

The LAGAR annual meeting began at 5:20pm CDT, 14 August 2013, at the Hilton New Orleans Riverside Hotel, New Orleans, Louisiana.

Flo Turcotte, outgoing female-identified co-chair, introduced herself and presented male-identified co-chair, Michael Oliveira, and welcomed all attendees to the annual LAGAR Roundtable meeting.

The 2012 meeting minutes were approved with no changes.

Committee Reports:

Terry Baxter, the LAGAR representative to the SAA Council, reported that the SAA Council has been investigating different policies, procedures, and methods of outreach, including changes to the Program Committee structure, Communications Task Force outreach initiatives, and the focus of the Government Affairs Working Group. The *Archival Outlook* SAA publication is investigating providing immediate open access; the President’s blog, “On the Record,” is considering guest contributors; and SAA is looking into international efforts with organizations such as ICA, SPA, et al.

Co-chair Flo Turcotte noted some issues with LAGAR representation on the SAA Diversity Committee, though Turcotte will currently serve as the LAGAR liaison.

Baxter has one more year as an SAA Council member.

Deborah Torres described the efforts with the SAA Council to further expand the on-going initiative to diversify the archival record. A call for case studies will be sent out via email in the Fall, 2013. The Diversity Committee is currently hammering out the logistics to publicize these case studies via the larger SAA website. Torres asked LAGAR members to consider how we envision the diversification of the archival record, that we might respond accordingly when the call for information is disseminated, and also how we might further serve on the MOSAIC Selection and Program Committees.

Discussion ensued as to possible participants in the following day’s Diversity Forum, which overlapped the SAA Strategic Plan meeting. The question was raised if diversity-related initiatives were a part of the larger Strategic Plan. This was unclear and will be investigated at the co-chair level.

Turcotte noted that Steven Mandeville-Gamble was stepping down as the LAGAR webmaster and that Johanna Russ will assume that position. The approved Steering Committee was introduced.

Turcotte noted that the LAGAR website needs revamping, and emphasized that though the Lavender Legacies (“LL”) list of GLBTQIA repositories was up-to-date, it must be monitored for correct and corrected content. Discussion ensued as to whether the LL has become unwieldy and prohibitive to update. Possible solutions are to leave the LL statically online or to update it less often, though it was argued that this may defeat the purpose of the catalog itself. Conversation regarding the usefulness of the LL will be ongoing.

Jim Cartwright noted that an SAA session was slated to discuss how other groups are attempting outreaches similar to the LL and how they maintain them as informative tools. He and Deborah Richards would attend and report back, if any feasible ideas were promoted.

Attendees were also urged to attend Danelle Moon’s session on the “Personal as Political,” which was to focus heavily on LGBTQIA social rights and historical adversity.

Cartwright asked if there was any information for the Community Archives project, which leads to the building of community resources and information. It was emphasized how we must maintain current information and that broken links must be fixed: There is a good deal of contextualized and readily-available information, but it must be made specifically relevant to the LGBTQIA community. Attendees were asked to please contact Flo Turcotte if interested in working on and with this site.

New business:

Congratulations were offered to Marjorie Bryer for the completion of her “Hidden from History: Accessing the GLBT Past” survey, funded by the National Historic Publications and Records Commission. This project resulted in a survey of over 500 manuscript collections and the processing of over 500 linear feet of materials related to more than 75 years of GLBT history. (Finding aids and addition research can be found at <http://www.oac.cdlib.org/institutions/Gay.+Lesbian.+Bisexual.+Transgender+Historical+Society> and <http://glbthistory.org/research/index.html.>)

Congratulations and thanks were also given to Deborah Richards and Bonnie Weddle’s LAGAR Facebook page, which includes much fascinating content and many useful links.

A call was announced for protégées from LAGAR as mentors for the SAA Mentoring Program. Interested applicants are encouraged to contact Flo Turcotte, who is a representative on the Program, and to consider identifying themselves as GLBTQIA mentors.

Several members brought up LAGAR’s participation in possible community service projects at SAA 2014. Franklin Robinson will investigate possible avenues to accomplish this in Washington, D.C., in order to raise LAGAR’s visibility and to be generally helpful within that community.

Jim Cartwright recalled his work with Willie Walker, a founder of LAGAR and, after whose death, how his optimism and confidence were celebrated at a LAGAR business meeting. Cartwright and Richards noted how Susan von Salis has now passed away and evoked her role in instituting LAGAR, her many accomplishments, and especially her activity within the archives field. Richards and Cartwright queried the possibility of submitting a resolution to SAA in order to officially note the foundational activities of von Salis and Kim Brookes vis-à-vis the impetus to create LAGAR and many of our policies and outreach activities. Cartwright also noted that donations in von Salis’ name would be solicited at the SAA baseball game/tour opportunity to add to donations to the Smith College Archives in memory of Susan von Salis.

Turcotte responded that there exists standard resolution language, and asked Richards and Cartwright to investigate this, adding that input from other attendees was most welcome.

A moment of silence was offered to reflect on Susan von Salis, her accomplishments and impact on LAGAR, and to consider thoughts to add to any resolution.

A vote on the investigation on and the establishment of a resolution itself to honor von Salis was proposed, and seconded (Cartwright, Bonnie Weddle, respectively). It passed with unanimous assent.

Flo Turcotte announced that her two years as the LAGAR female-identified co-chair had come to an end. She described some of her work as co-chair, including spearheading the Community Archives project, and asked to remain active in LAGAR. Turcotte thanked LAGAR as a whole for our support, and was unanimously thanked by the LAGAR assembly.

Election results:

Co-chair Oliveira asked for nominations from the floor regarding the position of female-identified co-chair. Richards nominated Marika Cifor in absentia; and Cifor was elected by vote.

Old Business:

Oliveira asked for updates on other LAGAR-related projects, and Doris Malkmus explained the progress of the LAGAR blog and raised the issue of the bylaws-driven essentiality of producing the twice-yearly newsletter. Discussion ensued that the blog acted as the newsletter, but some concern was raised that the LAGAR minutes were to be submitted in the newsletter proper.

Flo Turcotte read the bylaws (art. 4, item D2): “Newsletter Committee shall produce at least two issues of the LAGAR Newsletter and record the minutes of any meeting.”

Discussion continued regarding the feasibility of maintaining the blog and its role as the primary mouthpiece for LAGAR. It was suggested to observe the blog for the next year to ascertain its progress and contact co-chair Cifor for her input. In the meantime, Richards, Malkmus, and Dan DiLandro would work on an amendment to our bylaws which would clarify the role and necessity of the newsletter itself and simplify the dissemination of minutes. These amendments will be reviewed by the Steering Committee and must be submitted to SAA no less than 60 days in advance of the LAGAR 2014 meeting.

Turcotte asked after the progress of the Queer History Social Media Project, and Robinson noted that Mandeville-Gamble may not continue the population of this Wikipedia resource. Mandeville-Gamble will be contacted to discuss whether the entries should be maintained or removed.

Oliveira encouraged LAGAR members to formulate LGBTQIA-related sessions for SAA 2014. He asked if we might consider meeting away from the conference hotel in 2014, and several attendees agreed that this would be beneficial for both next year (in Washington, D.C.) and in 2015 (in Cleveland, OH). Members will work to explore other venues and opportunities.

Oliveira further asked after the possibility of creating an active statement on ENDA, the Employee Non-Discrimination Act. It was questioned if LAGAR should partner with the American Library Association’s Gay and Lesbian Roundtable for a joint statement, work with the ARL or other national-level organizations, or if such an initiative were too removed from LAGAR’s goals. Oliveira will work with SAA’s Students and New Archives Professionals Roundtable as well as other groups to explore our options.

Guest speaker:

Oliveira introduced Frank Perez, a New Orleans-based historian, researcher, and writer, whose book *In Exile* was recently published.

Perez began by thanking LAGAR archivists from “[his] side of the reference desk” and for “making [his] job a lot easier.” He then presented a fascinating history of GLBTQIA New Orleans, from Walt Whitman’s brief 1848 residence as the first known gay resident in the city to the present day.

Highlights of Perez’ incisive presentation included the 1854 publication of *Mysteries of New Orleans*, which included a lesbian sub-plot and references to the contemporary gay culture of the community; circa 1900’s Tony Jackson, an openly gay jazz musician who performed in Storyville, and a study of that neighborhood itself; and the history of Café LaFitte’s In Exile, the first NOLA gay bar, which physically moved in 1953 due to the new owner’s resistance to “queers.” He also noted other New Orleans’ LGBTQIA luminaries such as William Ratcliffe Irby, Lyle Saxon, Frances Benjamin Johnston, Tennessee Williams, et al.

Perez noted diverse but changing attitudes regarding GLBTQIA individuals, as seen in the reactions to the Upstairs Lounge fire, which proved to be a turning point in public relations; the institution of the gay Krewe of Ugay, in 1958; the locally-infamous “Eggshell Defense” (wherein perpetrators of a murder were acquitted of that crime, the “logic” being that they meant only to commit a “mere” beating to a homosexual individual; medical “evidence” found that his skull was very thin, and he died from what would otherwise have been but an assault); reactions to the Southern Decadence celebrations; and how gay bars “kept the French Quarter alive” during the aftermath of Hurricane Katrina.

Frank Perez was widely thanked for his history of gay New Orleans by the assembly.

The call for other business was announced.

Flo Turcotte noted that the location of the LAGAR annual reports for 2009-2011 is unclear. Cartwright and Weddle will check on this, and Turcotte will send a message out to the listserv in order to locate these documents.

Deb Richardson noted that Frank Perez would be conducting a tour of gay-related sites in the city that week and provided his contact information. (Secretary’s note: About two dozen LAGAR members attended that delightful and fascinating tour that Friday evening.)

The Lesbian and Gay Roundtable of the Society of American Archivists adjourned its annual meeting at 7:02pm CDT, 14 August 2013.

Respectfully submitted,

Daniel DiLandro
College Archivist and Special Collections Librarian
SUNY Buffalo State
E.H. Butler Library #214
1300 Elmwood Ave.
Buffalo, NY 14222

2013 LAGAR Sign In

Baxter Multnomah County Records Program Records Analyst
Beiser Pacifica Radio Archives Archivist
Besser UCLA Student

Cartwright University of Hawai'i at Manoa University Archivist
DiLandro Buffalo State College Archivist
Duckworth Drexel University student
Dunham Massachusetts Historical Society
Falcone University of Texas at Austin Student
Gates Simmons College Student
Gieringer University of North Texas
Hawkins ONE Archives Director
Ilacqua University of Massachusetts, Boston Intern
Jackson American Heritage Center Assistant Archivist
Johnston NEH
Loulan Clayton State University Richard Pearce-Moses
Malkmus Pennsylvania State University Outreach Archivist
May MetLife Company Archivist
McKeever University of Illinois Urbana Student
Moon San Jose University Director
Moya Living Computer Museum Librarian/Archivist
Richards Smith College Archives Assistant Archivist
Robertson Virginia Commonwealth University Research Assistant
Robinson, Jr. Smithsonian Institution, National Museum of American History
Stormgart ALTA
Stoykovich Fold3
Thayer CUNY/Seamen's Church Institute of New York and New Jersey Archivist
Torres St. Catherine University Assistant Program Director
Weddle New York State Archives Associate Archivist
Williams University of Texas at Austin Student
Williams CSU Dominguez Hills Director

Local Government Records Roundtable (Liaison: Huth)

Officers: Chair, Donna Morales Guerra, CA 2012-2013, 2013-2014

Report from annual meeting:

- Number of attendees: 13
- Election results: Donna Guerra re-elected as Chair of Roundtable, 2013-2014, unopposed, via SAA electronic ballot
- Summary of meeting activities:
(Meeting minutes **attached**)

Completed projects/activities:

Bylaws: Completed draft of new bylaws; reviewed by Nancy Beaumont, adopted by membership via SAA electronic ballot on June 10, 2013; approved by SAA Council on September 30, 2013; posted at Roundtable microsite at the following link: <http://www2.archivists.org/groups/local-government-records-roundtable/2013-local-government-records-rt-adopted-bylaws>

Ongoing projects/activities: Report from John Slate.CA, City Archivist, City of Dallas, on Local Government Directory Project he initiated in 2011(Report attached)

New projects/activities: New Facebook page, <http://www.facebook.com/saalgr> (The Chair is working with Nadia Dixson (City Archivist, City of Somerville) to support content on the page

Updated SAA microsite, <http://www2.archivists.org/groups/local-government-records-roundtable>

Amending by-laws to accommodate at least two more appointed or elected positions on the LGRR: **IN PROCESS**

2010-2013 Strategic Priority – Technology Initiatives: N/A

2010-2013 Strategic Priority – Diversity Initiatives: Chair is actively working to engage newer local government archivists in Roundtable activity

2010-2013 Strategic Priority – Advocacy/Public Awareness Initiatives: N/A

Initiatives associated with the new 2013-2018 Strategic Plan: see diversity effort above

Questions/concerns for Council attention: N/A

Minutes
Local Government Round Table SAA 2013
August 14, 2013
5:15pm - 7:15pm
Donna Guerra, Chair

Attendees: Donna Guerra, Irene Wainwright, Natalie Goodwin, Adam Kriesberg, Jennifer Day, Sarah Demb, Elizabeth, Yvonne Loiselle, Kathryn Otto, Sarah Grimm, Scott Cline, Gnessougou-Baroan, D. (Cote-d'Ivoire, Africa), Geof Huth

Agenda

1. Welcome and Introductions, and Lightning Repository Updates

Donna Guerra - Was formerly a municipal archivist for the City of San Antonio, currently working for Trinity University, San Antonio, on a personal collection from a past local city council member; looking for grants and applied for an NPF grant for 16mm home movie, and won a grant from a Texas foundation, Summerlee Foundation; using ContentDM, digitizing audiovisual in all formats.

Irene Wainwright - Archivist for the City of New Orleans records at the New Orleans Public Library, will give presentation

Natalie Goodwin -- Assistant Archivist, Albert Gore Research Center

Adam Kriesberg -- Ph.D. Student from University of Michigan

Jennifer Day - Started in December 2012 at Oklahoma City, works out of the City Clerk office. No RM program. Indexing ordinances and doing departmental surveys to inventory current records; applying to NHRP for basic processing grant

Sarah Demb- Museum of London, three years in position, completed year-long project with a climate controlled storage area that is refurbished from a 40 by 12 foot storage container of 650 cubic meters.

Elisabeth- Did a project with the state archives, created an inventory of records under Mayor Washington; updated records schedule; will be working with the state; will be transferring from Iron Mountain, not sure who the next vendor will be.

Yvonne Loiselle - Working on a feasibility study; lots of records in basements; Scanpro 2000s in use; C. Ray Nagan Papers (mayor during Katrina) being processed; took in HDLC records.

Kathryn Otto - University of Wisconsin. Area Research Center for Wisconsin State Records, responsible for local government in 4 counties; participated in a project to develop procedures for 4-H Records.

Sarah Grimm- Wisconsin Historical Society. Working on Electronic Records training - outreach to clerks and city employees.

Scott Cline, Seattle City Archives - one person for 14 years, 4 professionals, currently advertising for a digital archivist; brought Archives and RM departments together; NHPRC grant 2000 cubic feet of records processed in two years with 1 1/2 FTE, plus one volunteer 3 days a week; digital initiatives of 3-4000 images on Flickr, trying to digitize audio, transferring reel to reel, and digitizing film; appraising video -- not using vendors, because they have a volunteer who is buying a machine for the transfer of film.

2. Election Results - Chair for 2013-14 Term/ By-laws passed June 2013 Announced that the new bylaws now required by Council were passed June 2013 by electronic SAA ballot. They will be posted on the LGRR microsite.

3. Local Government Archives Directory project – Update

Donna Guerra read aloud a report that was submitted by John Slate, City Archivist, Dallas, who had initiated the project in 2011. See attached report.

4. Archives Month October 2013 -- what are your plans? Donna suggested that repositories contribute activities to Council of State Archives website. The website has past years' posters and activities as well. City of Seattle participates with an open house and tours, database tours etc.

Wisconsin State Historical Society has a theme each year. Tie into state archives if possible.

Other ideas - team up with history students

5. Discussion: member engagement; adding new elected positions to Roundtable leadership; Task Force on Member Affinity Groups

Member engagement and adding new elected positions. Ties into SAA council survey of affinity groups. The local government roundtable has had one elected position for 10 years. Government records has two representatives, the chair of local records was the senior representative.

Donna made a motion to vote to add elected position, which was seconded by Sarah Demb.

All in attendance voted in favor. This will require amending the bylaws.

The task force on affinity groups is asking questions such as: How can groups be more effective?

Ideas from the meeting included: doing outreach to local groups; utilizing the LGRR list serve (LGRR has about 300 members; getting messages out.

Examples of using social media - look at the way SNAP is using social media for outreach.

We can create a blog or Facebook page. Geof Huth adds that permission is no longer needed to create a Facebook page. It does, however, need to link to the SAA group microsite, and requires identity as part of SAA.

6. Geof Huth, SAA Council Liaison: Announcements and updates

- Consent Agenda approved revisions to the Standards Committee procedures. Standards will be digital so updates can be made more frequently.
- Annual meeting task force recommendations - principles and priorities in the meeting. Trying to go to smaller cities, flexibility in session types, length, and organization to encourage experimentation.
- Communications task force - changes accepted and task force disbanded
- ICA - International Council on Archives - reaffirmed commitment to professional associations. We are the largest organization, and not participating in ICA at high level.

NAANICA, North American Archival Network of the International Council of Archives - Canada and the US suspending financial contribution to participate in the ICA SPA (International Council on Archives, Section of Professional Associations) section.

<<http://www.ica.org/730/about-section-of-professional-associations-spa/>>

- Created an Advocacy and Policy committee - takes over from Government Affairs, drafting a charge by Sept. 1st.
- Glossary working group is adding new members - revising and looking for new terms.

7. Speaker/Presentation: Irene Wainwright, Head of the Louisiana Division/City Archives at the New Orleans Public Library
Presentation

8. Thanks and farewell

Local Government Archives Roundtable/Government Records Section Joint Report on Local Government Archives Directory Project August 13, 2013

The Local Government Archives Directory Project, was proposed at the SAA Government Records Section annual meeting in Chicago in 2011. It has been slow in forming. John Slate, Dallas Municipal Archives, began the process of assembling the project but was inactive during 2012-13 due to outside obligations. Eric Willey, Filson (KY) Historical Society, volunteered to help.

To date, the following tasks have been completed or have occurred:

- Brainstormed ideas for the scope of the project in Chicago;
- John Slate formally requested to use membership data from SAA Office and received Excel spreadsheets;
- Developed a plan for dividing up the United States (see attached color map);
- Received support and augmented data from David Evans, GRS Vice Chair;
- Executed two of four sections of the United States (groups 2 & 3)

There are several tasks that still need to be done:

- Refine criteria for inclusion in the directory (Do special collections in public libraries merit?)
- Refine information fields
- Develop format for presentation – web-based? PDF document?
- Complete work on groups 1 & 4

David Evans would like to expand or augment the project into a North American survey of local government archives programs.

Staff note: Map attachment provided upon request

Respectfully Submitted, John H. Slate, CA
Dallas Municipal Archives

Lone Arrangers Roundtable (Liaison: Kaplan)

Officers:

Michelle Ganz - Chair 2012-2014

Ann Kenne– Vice Chair/Chair Elect 2012-2014

Roundtable Steering Committee:

Rotating off: terms ending 2013

Gregory A. Jackson – Archivist, Academy of the New Church, Glencairn Museum.

Amanda Stow – Archivist/Records/Digital Collections Manager, American Humane Association.

Rachel M. Grove Rohrbaugh – Archivist and Public Services Librarian, Chatham University

Caitlin Donnelly – Archivist, Daughters of the Republic of Texas Library.

Rotating on: terms begin 2013 and will end 2015

Abigail Brown Nye--Carthage College

Eleanor M. Friedman--Hackley School

Colleen Cook--Agua Caliente Band of Cahuilla Indians

Continuing: terms will end 2015

Christian Zamon (immediate past chair) -- Head of Archives and Special Collections, Emerson College
Alexis Braun Marks – University Archivist, Eastern Michigan University

Alison Stankrauff – Archivist and Associate Librarian, Indiana University South Bend

Tiffany Schureman –Image Resources Curator at Virginia Commonwealth University in Qatar

Russell Gasero – Archivist, Reformed Church of America.

Sandy Baird – Volunteer, Keeneland Library

Tiffany O'Sheal – Archivist/Document Control Specialist, Office of Regulated Studies U.S. Army Medical Research Institute of Chemical Defense.

Our Nominating Committee consists of the following individuals:

Christina Zamon (immediate past chair)—nominating committee chair -- Head of Archives and Special Collections, Emerson College

Russell Gasero – Archivist, Reformed Church of America.

Alison Stankrauff – Archivist and Associate Librarian, Indiana University South Bend.

Report from annual meeting:

Lone Arrangers Roundtable Meeting

SAA Annual Meeting

New Orleans, LA

August 16, 2013

The meeting was recorded by Abby Brown Nye and will be made available on the Lone Arranger Roundtable website.

The meeting was called to order by roundtable chair, Michelle Ganz. Approximately 63 members were in attendance.

A. Report from SAA Council (Beth Kaplan)

The SAA Strategic plan is moving forward (see the draft

at: <http://www2.archivists.org/governance/strategic-plan/2013-2018/actions?>) Comments are still being accepted particularly on the action items so please submit your ideas soon.

Council has adopted the “Principles and Priorities for Continuously Improving the Annual Meeting” (<http://www2.archivists.org/news/2013/council-adopts-principles-and-priorities-for-continuously-improving-annual-meeting>). Some recommendations have already been implemented and others will be implemented in future meetings.

Council agreed to create a new Advocacy and Public Policy Committee and charged a small group to develop a committee description for Council review.

B. Panel session #1 Advocacy

Kathleen Roe (NY State Archives) and Laura Starret (Emory University) shared their views on archival advocacy

Kathleen Roe advised the group to **not** make advocacy the thing when you have time. Make sure to set aside 2 hours a week to think about advocacy and pull together information (statistics, stories) that you

can use to inform your constituencies. Have as a goal this year to select one person to inform about your work.

Laura Starratt noted that small things can make a difference. Many times you are doing advocacy but you don't know it. People love hearing about the old stuff in your archives but use it as hook to teach others about your work. She suggested we identify our resource allocators and find out who and what influences them. Make sure to invite the decision makers to your events so they see how your work impacts others.

C. Panel session #2 Digital Archiving

Kelli Bogan from Colby-Sawyer discussed her use of Archive-It (<http://www.archive-it.org/>) and Preservica (<http://go.preservica.com/>) as digital archiving tools.

Mike Thuma from Tessela discussed his company's product, Preservica. The product has been around for 30 years. It was designed so you can ingest all kinds of file types. The product is currently only open to individual subscribers but they will be considering offering consortial rates.

D. Roundtable meeting

Michelle Ganz (Chair – Lincoln Memorial University) introduced the steering committee members for 2013-14: Continuing on the committee: Ann Kenne (Vice Chair/Chair-elect – University of St. Thomas), Russell Gasero (Reformed Church in America), Christina Zamon (Emerson College), Alison Stankrauff (Indiana University – South Bend), Alexis Braun-Marks (Eastern Michigan University), Sandy Baird (University of Kentucky) and Tiffany O'Sheal. New steering committee members: Abigail Brown Nye (Carthage College), Eleanor M. Friedman (Hackley School) and Colleen Cook (Agua Caliente Band of Cahuilla Indians).

She also thanked the steering members rotating off the committee for their service: Gregory Jackson, Amanda Stow, Rachel Rohrbaugh, Caitlin Donnelly, and Tiffany Schureman.

A report on the diversity survey conducted by the roundtable in 2012 has been created by Alexis Braun-Marks and Tiffany O'Sheal with the assistance of several roundtable members. The full report will be shared with Council and will be distributed to the roundtable members via the listserv.

Ann reported on the roundtable's new effort to identify regional contacts for lone arrangers. Responsibilities of the contact would be to connect other lone arrangers to others in their area, promote lone arranger issues in their region, and keep the roundtable apprised of events, issues, etc. via the listserv and roundtable newsletter. A call for volunteers will be made to the listserv soon.

The newsletter was revived this year thanks to the efforts of Russ Gasero. Two issues have been published with more to come.

The Roundtable offered one online webinar on Digitization this year. We'd like to continue providing these kinds of opportunities in the next year and will be soliciting ideas for future webinars.

The Roundtable will be working this year on reorganizing the Lone Arranger portion of the SAA site.

Program proposals for the 2014 SAA meeting in Washington DC are due on September 30th. If you would like to solicit the endorsement of the Lone Arrangers for your session, please send your session proposal to Michelle Ganz by the date.

Metadata and Digital Object Roundtable (Liaison: Meissner/Smith)

Officers:

- Polina Ilieva, University of California, San Francisco (Co-Chair), 2010-2013
- Jody DeRidder, University of Alabama (Co-Chair), 2012-2013
- Dennis Meissner, Minnesota Historical Society (Council Liaison), 2010-2013
- Mikki Macdonald, Massachusetts Institute of Technology (Web Liaison), 2012-2013
- Sarah Dorpinghaus, University of Kentucky (Social Media Coordinator), 2012-2013
- Jordon Steele, Johns Hopkins University (Intern Coordinator), 2011-2013

Steering Committee Members:

Cristela Garcia-Spitz, University of California, San Diego

Riccardo Ferrante, Smithsonian Institution Archives

Jacqie Ferry, National Archives and Records Administration

Amy Rushing, University of Texas at Austin

Student intern: Emily Gonzalez, EBSCO Information Services

Report from annual meeting: (Please see Appendices F & G)

Completed projects/activities:

- Appointed a new social media coordinator
- Created a LinkedIn social media presence for MDOR to facilitate access to information (see Appendices A&B)
- Surveyed membership of MDOR and SAA membership to inform decision on becoming a section (see Appendices D & E)
- Surveyed ERS and MDOR to assess extent of overlapping interests and assist in defining boundaries and coordination (see Appendices C & E)
- Considered alternative formats for annual meeting, and modified to include small group discussions
- Identified and defined the scope of MDOR's web content in relation to the Standards Portal
- Established a formal liaison with the ERS steering committee
- Developed bylaws
- Developed list of Metadata and Digital Objects Listservs
- Developed an online Metadata Directory with links to standards and descriptive information
- Tabled discussion of whether to become a section until SAA Task force on affinity groups has reported recommendations to the SAA Council
- Researched & solicited metadata samples from member institutions
- Held elections for new steering committee members and new co-chair

Ongoing projects/activities:

- Review SAA Session Proposals for Roundtable endorsement
- Organize Roundtable meeting for SAA conference
- Update the MDOR website as needed
- Continue to solicit metadata samples from member institutions, updating online directory
- Update bylaws and leadership handbook to note the 1 year terms of coordinators
- Appoint new intern coordinator
- Appoint new social media coordinator

New projects/activities:

- Consider alternative formats for annual meeting and solicit ideas from membership; include membership in selection of presentations (if we continue presentations)
- Table discussion on whether to convert the MDOR RT to a Section until the Affinity Groups Task Force has made recommendations to the SAA Council.
- Explore communications options with other key sections and roundtables as needed

Strategic Priority - Technology initiatives:

- Evaluate current social media tools to see which are the most effective/active (see Appendices A & B); explore ways to boost membership interaction
- Begin soliciting LinkedIn data resources and examples
- Explore shared wiki possibilities to engage membership
- Investigate ways to provide as much online access to the annual MDOR meeting as possible for members who cannot attend; implement if possible

Strategic Priority - Diversity initiatives:

- Appoint new volunteer coordinator
- Improve and increase our use of MDOR volunteers.
- Continue the internship program
- Solicit volunteers for steering committee membership and hold a member vote

Strategic Priority - Advocacy/Public Awareness initiatives:

- Explore options for expanding MDOR presence to regional and possibly state archival organization meetings
- Share information on the listserv about user studies and challenges involved, to instigate discussion
- Develop list of upcoming events of potential interest to membership, to share via website and social media

Questions/concerns for Council attention: Request guaranteed A/V technology support for MDOR meetings

Appendix A: Social Media Report**Social Media Report****SAA Metadata and Digital Object Roundtable (MDOR)**

Sarah Dorpinghaus, 18 June 2013

I assumed the position of MDOR Social Media Coordinator in October 2012, following Jordon Steele's term. MDOR social media efforts have primarily been through Twitter; however, in May 2013, we launched a LinkedIn group, of which Steering Committee member Amy Rushing volunteered as chief contributor. Summaries of both groups' activities are below.

Twitter

- Currently have 291 followers, which is an increase of 165 followers in the past 11 months (when the tracking analysis account was first set up)
- Approximately 5-7 tweets per week, typically Monday through Friday
- Approximately 10-15 interactions per month (includes mentions, re-tweets, favorites)

LinkedIn

- 19 discussions since May 2013, all but 1 started by MDOR SC members
- 109 members (stats gathered from LinkedIn)

Position levels

48% Entry
 18% Senior
 13% Director
 11% Manager
 04% Training
 02% CXO
 04% [No information]

Institution types

45% Libraries
 17% Higher Education
 10% Museums and Institutions
 10% Information Services
 10% Information Technology and Services
 02% Government Administration
 06% [No information]

There was some discussion in May about expanding MDOR's social media presence by using additional/different social medial platforms (like Facebook or a blog). Also was the question of how to more actively engage with our followers and members. It was decided we would ask members for feedback and suggestions at the RT meeting in August (2013: see Appendix F).

Appendix B: Synopsis of Social Media Use

Synopsis of Social Media Use

Developed by Jacqie Ferry

| Platform | URL/Address/Handle | Number of Members/Followers | Number of Messages or Interactions per Month | Type of Information Shared |
|----------|---|-----------------------------|---|--|
| LinkedIn | http://www.linkedin.com/groups?home=&gid=4795977&trk=anet_ug_hm | 109* | Approximately 10 discussions | <ul style="list-style-type: none"> Announcements about roundtable elections Links to articles and resources |
| Listserv | metadata@forums.archivists.org | 1558** | Approximately 5-8 discussion threads | <ul style="list-style-type: none"> Announcements about roundtable elections and other roundtable business Calls for papers and presenters Announcements for conferences/training/professional development opportunities Solicitations for advice/questions about professional best practices |
| Twitter | @MDOR_tweets | 291* | <ul style="list-style-type: none"> Approximately 20-30 tweets Approximately 10-15 interactions (includes mentions, re-tweets, favorites)*** | <ul style="list-style-type: none"> Links to articles, resources, and projects Announcements about roundtable elections Calls for papers and presenters |

| | | | | |
|---------|---|-----|------------------------|---|
| | | | | <ul style="list-style-type: none"> Announcements for conferences/training/professional development opportunities |
| Website | http://www2.archivists.org/groups/meta-data-and-digital-object-roundtable | N/A | Approx. 270 page views | <ul style="list-style-type: none"> News and announcements about roundtable elections and business Annual reports Annual meeting materials Strategic and tactical plans Governance materials Links to resources |

* As of June 2013 ** As of July 2013 ***Since January 2012: 9 favorites, 32 mentions, and 54 retweets

Appendix C: MDOR and ERS Surveys

MDOR /ERS Survey Results Jody DeRidder, 3 June 2013

The results are in. I've made screen captures and column charts which are all available, with the complete results spreadsheet, here:

http://jodyderidder.com/service/ERS_MDOR_survey2013/

A synopsis of results:

There were 84 respondents. 18 (21.4%) are ERS members, 25 (29.8%) are MDOR members, 27 (32.1%) are members of both, and 14 (16%) don't know.

Top primary areas of interest for MDOR:

93.8% (75) digital documentation and metadata

70% (56) preparing and managing digital content for long-term access

61.3% (49) digital special collections

56.3% (45) digital curation

Top primary areas of interest for ERS:

88.9% (72) electronic records management for institutional records

75.3% (61) preparing and managing digital content for long-term access

54.3% (44) digital curation

When asked which group should manage what area,

75% (63) thought BOTH should cover preparing and managing digital content for long-term access (which fits with what's above)

66.3% (55) thought BOTH should cover digital documentation and metadata

57.1% (48) thought BOTH should cover digital curation

86.9% (73) thought ERS should cover electronic records management for institutional records

43.4% (36) thought MDOR should cover digital special collections (this was followed closely by 39.8% (33) who thought BOTH should cover this

For both groups, what's most important to provide is guidance on standards, best practices, and techniques and tools, followed by software systems.

The comments (in the spreadsheet) that I found most interesting are quoted below.

- 1) I think there is going to be a lot of overlap between these two sections, but I also think that the general idea of dividing them along the lines of 'platform' (ERS) versus 'content' (MDOR) might help. For instance, if you want to talk about OAIS and TDRs, I would expect that to fall under the guise of ERS. If you want to talk about choosing what to put into a digital archive, and then how to extract/create metadata for that, then I would expect that to fall under MDOR. Maybe one approach would just be to merge the two sections and be done with it. Or, just leave them separate - as long as programs and initiatives clearly explain the focus of any given program - is this program going to focus on metadata standards? or are we going to talk about OAIS? Or both? – then it doesn't really matter how the topics are divided between the two. The more people working towards improving digital preservation, the better.
- 2) I see the Electronic Records section as the big mack daddy of digital archives topics at SAA with MDOR as a roundtable under the umbrella of ERS with a more specific and detailed focus on the very important topic of metadata for digital objects - all kinds of digital objects. I would like to see ERS take more of this big picture initiative and coordinate with the MDOR roundtable and new Web Archiving roundtable to insure every SAA conference is covering a breadth of electronic (digital) records (objects) topics. I'd also be in favor of changing the title of ERS to Digital Archives to reflect this change. Electronic Records is an outdated term and doesn't help scope ERS as the big picture organization. I'd also like to see the relationship between ERS, MDOR and Web Archiving to be documented, published online at SAA and required reading for all incoming steering committee members. Political wrangling about who does what is nonsense. Instead we need to all work together to see that all current and upcoming facets of digital curation and preservation are addressed. A little redundancy is OK but a lot is a waste time and energy. Thanks for the opportunity to give feedback!
- 3) If you are deciding where the two groups should be merged, I think it would make sense. Merge the groups, and then make a subgroups. It sound annoying, but it means that from a holistic standpoint, people can get all the information (because they may be missing out) and if they wish to focus or contribute on a specific topic or group, then that option is available. Think of it as tag-team wrestling (I'm sorry--it just popped in my mind)--it's a team, but you can root for one player or the other—or both. Either way, they win as a team.
- 4) I see MDOR providing information on the preparation of metadata for submission information packets (SIPs). In my mind MDOR would cover metadata creation and standards like METS, MODS, Dublin Core, etc. I see ERS as providing information about procedures and processes for the systems and workflows that handle electronic records (for example, tasks performed by DSpace or Archivematica). I see ERS handling issues surrounding standards for file formats and normalization, tools for weeding duplicate files, things like that.

Further analysis

To further add to the discussion, I've filtered the responses 4 ways: by who's only an MDOR member, only an ERS member, is a member of both groups, and by who didn't know what they belonged to. The screenshots of these can be found in the MDORonly, ERSonly, ERSandMDOR, and unknown directories under

http://jodyderidder.com/service/ERS_MDOR_survey2013/

I think the most telling differences are in the roles. It looks like most of the respondents from ERS are in managerial capacity, whereas most of the respondents from MDOR are in the trenches (see Q1 below).

Variations observed:

Q1) top roles in the organization:

MDOR only: metadata creation (96%), digitization (84%), organization &description (76%), accessioning (64%)

ERS only: assist with funding and policy decisions (73.3%), inform funding and policy decisions (66.7%), accessioning (60%)

MDOR & ERS: organization & description (70.4%), metadata creation (66.7%), accessioning (63%)
unknown: accessioning (71.4%), digitization (64.3%)

Q3) ERS areas:

MDOR only: Electronic institutional records: 100%; long term access: 60.9%

ERS only: Electronic institutional records: 83.3%; long term access: 77.8%

MDOR & ERS: Electronic institutional records: 88.9%; long term access: 85.2%

unknown: Electronic institutional records: 76.9%; long term access: 76.9%

Q4) ERS purpose:

MDOR only: Best practices: 94.7%; techniques and tools: 89.5%

ERS only: techniques & tools: 100%; best practices: 94.4%

MDOR & ERS: Best practices: 100%; techniques and tools, standards: 88.9%

unknown: Best practices: 100%; techniques and tools, standards: 76.9%

Q5) ERS applicability:

MDOR only: 50% yes

ERS only: 77.8% yes

MDOR & ERS: 70.4% yes

unknown: 78.6% yes

Q6) MDOR areas:

MDOR only: digital documentation/metadata: 100%; digital special

collections: 96%; long term access: 88%; digital curationL 76%

ERS only: digital documentation/metadata: 86.7%

MDOR & ERS: digital documentation/metadata: 92.6%; long term access: 70.4%

unknown: digital documentation/metadata: 92.3%; long term access: 53.8%

Q7) MDOR purpose:

MDOR only: standards: 100%; techniques and tools: 96%; best practices: 92%

ERS only: techniques & tools, best practices: 90%; standards: 80%

MDOR & ERS: Best practices, standards: 92.6%; techniques and tools: 77.8%

unknown: Best practices: 92.3%; standards: 84.6%

Q8) MDOR applicability:

MDOR only: 79.2% yes

ERS only: 40% yes

MDOR & ERS: 70.4% yes

unknown: 78.6% yes

Q9: What should be covered where?

MDOR only: both MDOR and ERS should cover long-term access (88%), digital documentation and metadata (72%), and digital curation (60%);

MDOR should cover digital special collections (60%), and ERS should cover electronic institutional records

ERS only: both MDOR and ERS should cover long-term access (61.1%), digital documentation and metadata (76.5%), and digital curation (61.1%);

and ERS should cover electronic institutional records (72.2%)

MDOR & ERS: both MDOR and ERS should cover long-term access (74.1%), digital documentation and metadata (55.6%), and digital curation (59.3%), and digital special collections (51.9%); and ERS should cover electronic institutional records (92.6%)

unknown: both MDOR and ERS should cover long-term access (71.4%), digital documentation and metadata (64.3%), and digital curation (42.9%); MDOR should cover digital special collections (64.3%), and ERS should cover electronic institutional records (85.7%)

Appendix D: MDOR and SAA surveys

MDOR Survey Results

Jody DeRidder, 30 November 2012 & 10 January 2013

Charts and screenshots from our survey (and the survey itself) can be found here:

<http://jodyderidder.com/service/MDOR/survey2012/>

My synopsis is as follows:

Out of 100 respondents, 3 were not SAA members.

Those 3 were evenly divided as to whether they would join SAA, not join SAA, or were undecided, if MDOR becomes a section.

Of the 100 respondents, 55% (55) said MDOR should become a member; 13% (13) said no, and 32% (32) said they didn't know.

55 respondents added clarification as to why they voted the way they did:

- Those who say no list reasons such as restrictions on membership and overlap with Electronic Records Section.
- Those who don't know list various reasons ranging from a concern with overlap with other sections, uncertainty that the benefits outweigh the costs, competition with other sections, and thoughts about merging with other sections.
- Those who say yes also speak of merging; of having more influence and visibility; of filling a growing need; and having additional support (including A/V at meetings).

27.4% (26) of the respondents are in Electronic records;

25.3% (24) in College & University Archives;

23.2% (22) are in Description.

18.9% (18) can't remember what sections they're in.

Of the 95 who answered whether they'd leave another section to continue with us:

46.3% (44) said yes;

13.7% (13) said no;

40% (38) said they'd have to think about it.

When asked which section they would most likely leave in order to stay with us,

29.6% (24) didn't know;

9.9% (8) would leave Electronic Records;

9.9% (8) would leave College & University Archives;
7.4% (6) would leave Description, Preservation, Visual Materials, and Reference, Access & Outreach.

26 respondents are interested in assisting with liaison efforts.

5 with Electronic Records

4 with Visual Materials

3 with Manuscript Repositories

2 with Description, Oral History, RAO, Museum Archives, Acquisitions & Appraisal and College & Univ. Archives.

The aspects of digital content management most important for us to address (extremely important):

80.9% (72) Management & preservation of born-digital content

79.1% (68) Management & preservation of digitized files

78.7% (70) Management & preservation of digital archives

70.8% (63) Digitization and metadata standards

61.6% (53) Access and delivery

When asked if they'd like to volunteer, 38 said yes (34 gave us contact information.)

25 want to help with collecting information (standards, examples of metadata, workflows, etc.)

15 with newsletter development;

14 with needs assessment;

12 with promotion and outreach;

6 are uncertain how;

3 will help with calendar updates of upcoming events.

Areas of interest and expertise are impressive.

SAA Survey Results

We have 294 responses.

Of those 294, 77 (26.2%) would leave another section to join us; 87 (29.6%) might do so; 130 (44.2%) would not.

Only 176 of the respondents answered the next question about overlap with other sections.

50.4% (63) said there is a heavy overlap with Electronic Records. The next highest is 54.5% (66) said we may or may not overlap with Manuscripts Repositories. There's uncertainty about overlap with several other sections as well.

186 of the respondents answered the question about whether MDOR should become a section.

61.8% (115) said yes.

17.7% (33) said no.

20.4% (38) said maybe.

49 people clarified their responses. I will cut and paste them below for browsing... several ask for SAA to increase the number of sections one can join to three. Several are concerned about overlap.

Should we become a section, 26.2% (77) of non-MDOR respondents said they would leave another section to join us, and 29.6% (87) said they might

(<http://jodyderidder.com/service/MDOR/SAsurvey2012/Q1all.jpg>). Of the MDOR respondents, 46.3%

(44) said they would leave another section to stay with us, and 40% (38) said they might

(http://jodyderidder.com/service/MDOR/survey2012/Q4_5responses.jpg). Only

13.7% (13) said they would leave us.

Thus, indications are that we may well gain *more* members by becoming a section.

The second major issue is that of overlap

(<http://jodyderidder.com/service/MDOR/SAAsurvey2012/Q2all.jpg>), and the level of emotional reaction in the respondents from the Electronic Records section, as evidenced by the comments I've shared (and all of which are available from
http://jodyderidder.com/service/MDOR/SAAsurvey2012/Sheet_1.xls).

We have clearly hit a nerve, in two ways: almost every section is dealing with digital content now in some form. In a sense, if we become *the* section trying to address management of digital content, we embody a primary concern of almost ALL SAA members. How useful/functional would it be for a single section to try to address all such concerns, for such a huge body of people?

Secondly, our projected focus heavily overlaps with the stated focus/direction of the Electronic Records section (ERS). These are the folks who are already attempting to do what we want to do, so they are understandably upset that we seem to be horning in on what they see as their territory. They are in fact, the folks we need to work with most closely, in order to coordinate our efforts and collaborate where it makes sense to do so.

Polina and I have scheduled a conference call with the ERS section for next Tuesday the 15th. It seems to me that the two solutions likely to be floated are a) we combine sections and b) we split up the focal areas and collaborate closely.

Again, survey results and charts can be found here:

<http://jodyderidder.com/service/MDOR/SAAsurvey2012/> (non-MDOR)

<http://jodyderidder.com/service/MDOR/survey2012/> (MDOR only)

Appendix E: Section/Roundtable Breakdown

D. E. Meissner, 17 October,

2012

| FUNCTION | REPOSITORY TYPE | COLLECTIO | ARCHIVAL | TECHNOL | |
|------------------------------------|---------------------------------------|---------------------------|-------------------|--------------------|----------------------|
| | | N / MATERIAL | SOCIAL & CULTURAL | ROLES & RESPONSIBI | MATERIAL / COLLECTIO |
| SECTIONS | | | | | |
| Acquisitions and Appraisal (378) | Religious Archives & Archivists (409) | Electronic Records (1064) | | | |
| Description (579) | Business Archives (410) | Oral History (461) | | | |
| Preservation (1007) | College & University Archives (1296) | Government Records (537) | | | |
| Reference, Access & Outreach (985) | Manuscripts Repositories (882) | Visual Materials (695) | | | |
| | Museum Archives (1048) | | | | |
| ROUNDTABLES | | | | | |

| | Public Libraries & Special Collections (920) | Architectural Records (369) | Archives & Archivists of Color (374) | Archival Educators (436) | Performing Arts (411) | Archivists' Toolkit & Archon (1277) | Archival History (837) |
|--------------------------|---|--------------------------------|--------------------------------------|------------------------------------|-----------------------------------|-------------------------------------|---------------------------------|
| | Research Libraries (386) | Congressional Papers (307) | Human Rights (484) | Archives Management (1372) | Science, Tech. & Healthcare (316) | EAD (1085) | Privacy & Confidentiality (490) |
| | | Labor Archives (238) | Issues & Advocacy (540) | Lone Arrangers (1005) | Women's Collections (500) | MDOR (1620) | Security (235) |
| LEGEND | | Local Government Records (370) | International Archival Affairs (479) | Records Management (1066) | | VM Cataloging & Access (1027) | |
| Number of members | | Military Archives (161) | Latin Am. & Caribbean Heritage (202) | Students & New Professionals (949) | | | |
| under 500 | | Recorded Sound (573) | Lesbian & Gay Archivists (371) | | | | |
| 500-999 | | | Native American Archives (353) | | | | |
| 1000-1499 | | | Women Archivists (859) | | | | |
| 1500-1999 | Number of members captured from SAA website 10/17/12 and color-coded, JDeRidder | | | | | | |

Appendix F: MDOR Roundtable 2012 Meeting

Friday, August 16th, 4:00-5:30 pm

Hilton New Orleans Riverside, Grand Ballroom C

I. 4:00-4:45 pm: Program Presentations

Speakers:

1. "Organized Chaos: Metadata Migration from Schema to Schema and System to System on the Cheap (a case study)" by Heather Gilbert, Digital Scholarship Librarian, College of Charleston and Project Coordinator, Lowcountry Digital Library

Abstract: In 2011 the Lowcountry Digital Library at the College of Charleston decided to replace their CONTENTdm installation with an in-house built Drupal/Fedora/Hydra-Blacklight system. While building the system was difficult, the metadata migration has proved to be the most trying and time consuming aspect of the whole procedure. The DAMS conversion provided the impetus for an in-depth digital object and metadata analysis, and the results were not good. The existing CONTENTdm schema was a mix of qualified and unqualified Dublin Core and in desperate need of normalization. The open source ingestion method for the new system (Rutger's OpenWMS) was in beta and only accepted MODS and METS. After evaluating our options, it was decided that now was the time to fix all of LCDL's 50,000+ records and convert to MODS. LCDL's resources were limited. Conversion began in earnest in the summer of 2012. We have to date normalized, rectified and migrated over 20,000 items with only the use of un-paid interns and one part-time library student employee. In this presentation, I will discuss our metadata normalization problems, how we acquired, trained and utilized free/cheap student labor and what lessons were learned in the process.

2. "PREMIS and METS in Archivematica 0.10-beta" by *Courtney C. Mumma*, systems analyst and Archivematica Product Manager, Artefactual Systems, Inc.

Abstract: The Archivematica open-source digital preservation system has a robust, standards-adherent implementation of PREMIS and METS. This presentation will address the minimum set of metadata elements designed to ensure authenticity and interoperability of preserved objects and to facilitate their retrieval. Additionally, it will address Archivematica's PREMIS events and rights, as well as metadata import.

3. "Managing Digital Object Metadata with Archivists' Toolkit" by *Jordan Patty*, Processing Archivist/Librarian, Special Collections & Archives, George Mason University

Abstract: Over the past year, we have been working on creating metadata in the Digital Object module of Archivists' Toolkit along with digitizing entire collections of photographs. We have used a couple of techniques. One of those is to enter the data directly into individual records in Archivists' Toolkit that are linked to resource records. Then the digital object records are exported as MODS records and converted into Dublin Core records so that they can be imported into the digital asset management system (Luna) along with the digital files. The other technique we employ is one in which we use a spreadsheet with fields that match the Dublin Core fields in Luna. Some of those columns are then transferred to a spreadsheet with fields for importing digital object records into Archivists' Toolkit. The end result is the same for both techniques: we have metadata object records linked to resources in Archivists' Toolkit so that we can export EAD finding aids that link directly to the digital objects. For my presentation, I will describe why we have used two workflows and the benefits of using Archivists' Toolkit to centralize the digital object metadata.

4. "Levels of Representation in Digital Archives" by *Jane Zhang*, Assistant Professor, School of Library and Information Science, Catholic University of America

Abstract: In my research of digital archival representation, I've collected examples of digital archival collections to observe how digital archival materials are being represented in practice. I've noticed that digital archival materials can be represented by various types of metadata at multiple levels, namely, information level, document level, and archive level. I would like to take the opportunity of a short presentation at the MDOR's meeting to share some thoughts/examples with my fellow archivists working with digital collections to see how they think about the phenomenon and whether it has any theoretical/practical implications.

II. 4:45-4:50 pm: Business Meeting

1. Election results

- Polina Ilieva and Jordon Steele are rotating off the Steering Committee.
- Replacing Polina as Co-Chair is Sarah Dorpinghaus, from the University of Kentucky.
- New members of the steering committee include Heather Fox (University of Louisville) and Sherri Berger (University of California, San Diego).
- Jody DeRidder will be continuing as Co-Chair for another year.

2. Reports

Surveys this past year indicate that management of digital content is a concern that impacts almost every SAA group. As a result of our findings, our Council Liaison, Dennis Meissner, proposed to the Council the development of a Task Force to study the structure of SAA component groups and make recommendations. Until that report is available, MDOR is suspending discussion of becoming a section. More information on this and on the Social Media progress is available from the MDOR website.

3. Announcements

Dennis Meissner spoke of the charge of the [Task Force on Member Affinity Groups](#). Replacing him as MDOR's Council Liaison is Helen Wong Smith.

III. 4:50-5:30 pm: Small group discussions

There were five discussion groups. Suggestions and thoughts from each are included below:

- 1) How do we best engage our members?
 - Ensure members know how to search our listservs
 - Use Google Hangouts to support discussions
 - Live stream the MDOR annual meeting
 - Develop a presence at regional meetings
- 2) How can MDOR best provide guidance on standards, techniques & tools, software, and best practices?
 - Look for existing resources to leverage
 - Collaborate with other groups in other organizations, to combine forces and increase outreach. Examples: ALA Metadata group, oral history initiatives
- 3) How best should MDOR utilize different social media platforms? (Twitter, LinkedIn, listserv, website, etc.)
 - Collect a list of anonymous questions that we answer in video form and post to youtube
 - Ask questions on Twitter and LinkedIn
 - Look for patterns of retweets to determine what has the most impact, and build on that
- 4) Survey results show that digital content management issues impact almost every section in SAA. What is MDOR's niche? Or do we need to have one?
Focuses should include:
 - item-level metadata (descriptive, administrative, rights, technical, structural)
 - including crosswalks, tools and workflows for digitized items and digital content coming into special collections;
 - conceptualizing collections;
 - linked open data;
 - digitization, display, access, curation and preservation of digital objects;
 - user studies.
- 5) How should we manage overlap with other sections and roundtables?
 - Offer expertise to other groups; take an advisory role

Appendix G: Attendees

MPR Annual Meeting
 Sign-in Sheet
 August 2013

Name, title, institution

| | |
|--------------------|---|
| ADAM NORTHAM | DIGITAL COLL LIBRARIAN - TEXAS A&M COMMERCE |
| Josh Minor | Processing Archivist College of Charleston |
| MARY KNILL | Program Manager National Archives |
| NOAH HUFFMAN | Metadata Librarian DUKE UNIV. |
| Jacqueline Chapman | Digital Collections Librarian Biodiversity Heritage Library Smithsonian Libraries |
| Dana Lamparski | Archivist for Architecture/Visual Materials Chicago History Museum |
| Nathaniel Parks | Archivist Peggy Guggenheim Archives |
| Jamie Quaglino | Archivist Art Institute of Chicago Carter Archive |
| Rachel Seasey | Archivist NYU |
| Kelly Francis | Asst. Digital Archivist JFK Library |
| Sibyl Schaefer | Asst Director Rockefeller Archive Center |
| LORRAINE A STURZ | Archives Director Museum of Fine Arts Houston |
| Liza Harrell-Edge | Mgr. of Dig Initiatives The New School |
| Jennifer Wayman | consultant |
| Laura Linnard | llinard@hbs.edu Harvard Business School |
| Robert Hickerson | Information Tech. Proj. farmin@ku.edu |
| Janice Xiao | Public Historian + Community Archivist JL2455@NYU.EDU |
| Rachel Trout | Digital Archivist State Archives of NC |
| Kelly Burbank | Digital Services Manager State Archives of NC |
| Jennifer Pejose | Processing Archivist/ Project Manager Harvard University Archives |
| Meg Phillips | External Affairs Liaison - NARA |
| Donghee Shin | Dept of Info. Studies, University at Albany |
| Jordan Patty | George Mason U. -> Processing Archivist |
| Courtney Mumma | Archivist, Archivematica Artefactual System |
| Jody DeRidder | Head, Digital Servs. ca |
| Heather Gilbat | Digital Scholarship Librarian Univ. of Alabama |
| swannmalben | DRA - Duke & Archives College of Charleston AJWS |

MDR Annual Meeting
Sign-in Sheet
August 2013

Name, title, institution

Ronald Mennerich, digital archivist, NYPL

Erika Farr, Head Digital Archives, MARBL@Emory

Naomi Nelson, Director, Rubenstein Library, Duke

Joseph Fisher, Database Mgt Librarian, UMass Lowell

Jane Gorjusky, Digital Archivist, Columbia Univ.

Jessica Lydon, Associate Archivist, Temple University Libraries

JULIE HERRADA, UNIVERSITY OF MICHIGAN

Sarah Haug, Asst. Archivist, Solomon R. Guggenheim Foundation

Kystal Thomas, Digital Archivist, Florida State University

Tamara Weatherholt, Metadata Librarian, Florida State Univ.

Hillary Bober, Digital Archivist, Dallas Museum of Art

Susan Miller, Electronic Records Archivist, Cleveland Museum of Art

ROBERT ROSENTHAL RECORDS CENTER CALL # 114 S 5.15

Nicholas Weiss, Assistant Archivist, Mount Sinai Medical Center

Keri Weiss Archives of American Art, Smithsonian Hi Jodi!

John Holladay Park, Archives of American Art, SI

Barb Markey, Digital Archivist, Cornell University Kheel Center

Andrea Leigh, Library of Congress, National Audio Visual Conservation Center

Doreen Hooper, N.J. Jazz & Heritage Foundation

Molly Bragg, Duke University

Jillian Cullar, Head, Center for Primary Research & Training, UCLA Library Special Collections

Alix Norton, University of Michigan

RICHARD C NOLEN, UNIVERSITY OF MICHIGAN, Project Manager of CRMS

Elise Dunham, Metadata Production Specialist, Roper Center

Nicole Jones, Library Company of Philadelphia

Cathy Martyniuk, AVT Image Archivist, University of FL

Laura Williams, Digital Library Data Administrator, Stanford Univ

Dorothy Waugh, Research Library Fellow in Digital Archives, Emory University

ELIZABETH GIERST, ARCHIVES & LIBRARY COLLECTIONS LIBRARIAN, YEMAYA OBJECTIVE

Stephanie Barnwell, Grad Student Intern, Rubenstein @ Duke MUSEUM

ERIK SPATZ, Archival Assistant, NC A&T State University

Laura Drake DAVIS, Assoc Archivist for Digital Initiatives, American University

WALKER SAMPSON, ELECTRONIC RECORDS ANALYST, MISSISSIPPI DEPT. OF ARCHIVES & HISTORY

William Hardisty, Asst. Head of Special Collections, Georgia State Univ.

NDA Annual Meeting
Sign-In Sheet
 August 2013

Name, Title, Institution

| | | |
|---------------------|--|--|
| Nat Wilson | Digital Archivist | Carleton College |
| Carrie Daniels | Director, Archives+Special Collections | U of Louisville |
| Andrew Berger | Archivist | Yale University |
| Kevin Clark | Archives Processing + Metadata Librarian | U of Denver |
| Paul Nerenk | Digital Resources Specialist | Wayne State University Haward Business School |
| Tessa Beavis | Processing Archivist | Milken Family Foundation |
| Jeffrey Ignarro | Photo Collections Curator | |
| Anna Beninc | Student Archives Aid | NARA-Denver |
| Christy Lissmeyer | Metadata Librarian | UC Santa Barbara |
| Elizabeth Roke | Digital Archivist | Emory U. |
| Mark Freeman | Student | U of Tennessee |
| John Beneke | University Archivist | Emory University |
| Amy Alter | University Archivist | University of Arkansas |
| Angelina Altobellis | Digital Archivist | Rollins College |
| Jamie Grene | Processing Archivist | UW, American Heritage Center |
| Jennifer Johnson | Associate Archivist | Cargill, Incorporated |
| Marc Brodsky | Public Services & Ref. Archivist | Virginia Tech |
| Rebecca Schutte | Univ Archivist | Univ of Kansas |
| Wendy Hagenmaier | Digital Collections Archivist | Georgia Tech |
| Jessica Mayson | Digital Archivist | University of Texas |
| Eleanor Dickson | Research Library Fellow | Emory University |
| Arcadia Falcone | Discovery Metadata Librarian | Yale University |
| Eric Cartier | Digital Reformatting Specialist | University of Maryland |
| Cyrus Nelson | Oral History Specialist | Colorado Voice Preserve |
| DAVID REA | RESEARCH LIBRARY MGR. ALUM - AFFAIRS + DEV, HARVARD UNIV. | |
| Jessica Wagner | Asst Univ. Archivist | Adelphi University |
| Kat Timms | Information Standards Specialist | Library + Archives Canada |
| KENT WOZNOWSKI | Digital Assets Mgr | HISTORIC NEW ORLEANS COLLECTION |

Yolanda Bustos, archivist digital collections librarian@California Academy of Sciences; YBustos@calacademy.org

Laura Capell, Head of Digital Production & Oral Histories, University of Miami
MARTIN GENTGENBACH, ASSISTANT ARCHIVIST, GATES ARCHIVE

Lora Davis, Assistant Archivist, Colgate University,

Sarah Keen, Head of Special Collections & University Archivist, Colgate University

Philip Heslip, Archivist, New York Public Library, Manuscripts and Archives

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Military Archives Roundtable (Liaison: Landis)

Officers:

| | | | | |
|---------|---------------|--------------------|--------------------------|--|
| Miller | J. Michael | Chair | 8/11/2012 - 8/15/2015 | Marine Corps University |
| Ginther | James | Vice Chair | 8/11/2012 - 8/15/2015 | Marine Corps University |
| Wiford | Melissa | Secretary | 8/11/2012 - 8/15/2015 | US Army Heritage and Education Center |
| Mondt | Amy | Steering Committee | 8/11/2012 - | Texas Tech University |

| | | | |
|--------------|---------------------------|-----------------------|----------------------------|
| | Member | 8/15/2015 | |
| Saffell Mary | Steering Committee Member | 8/17/2013 - 8/15/2015 | Texas Christian University |

Report from annual meeting: The MART meeting at the 2013 SAA was a huge success. The following article describes the Military Staff Ride of the Battle of New Orleans, the MART's first Outreach program, designed for SAA members and eventually for the general public.

"A fiery sun rose early over New Orleans on Tuesday, August 13, 2013, illuminating a sleepy band of more than thirty resilient Archivists and Marine escorts, most of whom were wondering just what they had gotten themselves into. Casting aside all doubts, the hardy crew climbed eagerly aboard the bus, which promised, unlike the vow that Gilligan and the Skipper swore, a staff ride of the Battle of New Orleans. The Military Archives Roundtable (MART) sponsored the event as a novel way to demonstrate use of Archival documents in directed outreach.

The term, Staff Ride, is a military expression that means by definition; a systematic preliminary study of a selected campaign, an extensive visit to the actual sites associated with that campaign, and an opportunity to integrate the lessons derived therein. For our purposes, we were out to recreate as much as possible an event that occurred almost 200 years before, this time from original source material (of course, we are archivists after all). We set out to experience the human factors of what occurred, and then to walk the fields to understand a vital piece of the history of the United States. A daunting task indeed, but we were all up to the challenge.

Our first stop was Fort Pike, a fortification begun in 1819 and now a Louisiana state park. This Fort is post-battle, but in 1814 a fort did stand there to hold the British out of Lake Pontchartrain. Long time Archeologist Joe Yarbrough and head of the Friends of Fort Pike provided a guided tour of the masonry fort, which included tales of Hurricane damage, Hollywood stunt men, snakes, and ghosts. Walking through the ruins of the fort proved a very poignant experience for all.

Our next stop was a critical one to the success of any true staff ride, lunch. Our choice of fair was Rocky and Carlos's Restaurant in Chalmette, home of the best Po'boys in New Orleans. This on its own is a very bold statement, but was proven to be the truly best bit of epicurean delight that occurred all week during the SAA annual meeting. I will go back the next time I visit New Orleans, as will just about everyone on the bus.

Rain poured in torrents as we finished lunch but we overcame the weather and continued on to the next stop at the Chalmette Battlefield Park. We weathered the storm touring the exhibits, viewing the short film, and choosing some prime trinkets from the gift shop. With the rain abating, we finished the day with an easy walk over the battlefield, studying the lines primarily from the British side of the field. We talked with each other in a seminar style for the rest of the day to share ideas and observations about the thoughts and feelings that the day brought home to us as archivists and individuals. Of particular interest were the Marines who were able to give us some of their own experiences of leadership in the current conflict. The mood was very evocative, as the vapors rose from the fields around us, and light clouds faintly dusted the group with mist.

A short bus ride brought us back to the reality of New Orleans and the rest of our week ahead, with sessions and workshops waiting. However, we were able for a day to visualize the purpose of our craft, to allow our documents to speak and "live" for that day. We also got to know each other, in the

conversations over lunch, on the bus, and on the battlefield. Those Archivists who went to find out what a staff ride is were pleasantly surprised to learn of another way to celebrate the Archival profession!"

On Wednesday, 14 August, 3:00-5:00 pm, we met for our 2nd MART Meeting. We started the meeting with a short business meeting where we restated our goals, set out an outline of the meeting. The MART first held an election of officers, which are listed above.

Katherine Wisser, Eliot Wilczek, and Heather Soyka then presented a case study of a specific Army regiment to demonstrate the benefits of using the EAC-CPF descriptive standard for linking, sharing, and structuring archival information, followed by a lively question and answer period.

The Chair then made a presentation about the future of the MART, and the need for a widening of participation among the members. The meeting was then divided into a "speed idea exchange" in the following areas:

Program Committee: This committee will help the president and executive committee plan the social meetings and special trips for the MART during the annual meeting. In the future, this committee may also be in charge of soliciting presentations for the roundtable meeting if the executive committee decides a presentation is necessary. This committee is open to all, but should also solicit members who reside in the city of the annual meeting.

Social Media Committee: This committee will run the MART Facebook page, twitter feed, website, list serv, and any other kind of outreach/marketing that MART does. They should also monitor the Facebook page and list serv and make sure that the members answer the reference questions posted there. In the future, this committee may produce a MART newsletter or blog to keep MART members updated about what the MART is doing/planning. Please note, all social media activities done by the MART must follow the guidelines put out by SAA.

Nominating Committee: This committee will essentially be volunteer wranglers. They will find volunteers to fill open seats on committees, and they will run the nomination and election process for replacing the officers every two years.

Steering Committee member Amy Mondt gave a short presentation to the members to tell them about the committees MART wanted to create. After the committees were described, members were encouraged to break up into groups to both volunteer to serve on committees and share their ideas of what the committees should do, and change groups after ten minutes of discussion. Many of the members were excited to volunteer or offer their help and suggestions.

For example, Amy Mondt held a discussion with MART members to generate ideas for presentations that MART members can submit to the 2014 program committee. Three great ideas were generated at this brainstorming session, and members of MART are working on getting session proposals together as we speak.

These Committees are still being formed and staffed, and hopefully by the 2014 meeting the committees will have both members and goals to work on for the MART. It is expected that these committees will work on projects throughout the year, and will then offer a committee report at the annual roundtable meetings.

At 6:00 pm, we will reconvened informally for a "happy hour" at Mulate's restaurant nearby at the Julia street location, where for next three hours were devoted to continuing the synergy of the MART meeting, and learning more about each other.

Last but not least, history was made at 8:00 am, on 17 August when we had our first ever MART session, "Thinking Beyond the Box, How Military Archivists are Meeting 21st Century Challenges."

- Number of attendees: 36
- Election results:

| | | | |
|---------|------------|------------|-----------------------|
| Miller | J. Michael | Chair | 8/11/2012 - 8/15/2015 |
| Ginther | James | Vice Chair | 8/11/2012 - 8/15/2015 |
| Wiford | Melissa | Secretary | 8/11/2012 - 8/15/2015 |

Completed projects/activities: Developed draft proposal of MART bylaws. The membership of the MART adopted the Bylaws, using an online ballot, with 100% approval, on 16 July 2013. The SAA Council adopted the motion to approve the Military Archives Roundtable bylaws on 30 Sept 2013.

Ongoing projects/activities: Work on developing reference guide for MART questions.

New projects/activities: Build MART infrastructure with the formation of the following committees.

Program Committee: This committee will help the president and executive committee plan the social meetings and special trips for the MART during the annual meeting.

Social Media Committee: This committee will run the MART Facebook page, twitter feed, website, list serv, and any other kind of outreach/marketing that MART does. Please note, all social media activities done by the MART must follow the guidelines put out by SAA.

Nominating Committee: This committee will essentially be volunteer wranglers. They will find volunteers to fill open seats on committees, and they will run the nomination and election process for replacing the officers every two years.

2010-2013 Strategic Priority – Technology Initiatives: See the Social Media Committee

2010-2013 Strategic Priority – Diversity Initiatives: See Nominating Committee (Membership)

2010-2013 Strategic Priority – Advocacy/Public Awareness Initiatives: See the Social Media Committee

Initiatives associated with the new 2013-2018 Strategic Plan: By continuing to build the MART and implement our mission statement, we touch every major cornerstone of the 2013-2018 Strategic Plan. The growing knowledge of the value of Military Archives by SAA members creates new interaction about the vital role of archivists and archives in any number of ways. The most frequent reaction to our programs is, "I had no idea of what you bring to the field," and "how your programs are of significance to the profession." As we gain more traction with our initiatives during the period 2013-2018, we address the needs of over 238 archivists who have joined the MART, advance the field with the additional perspective of the military archives, advance the professional growth of both the individual archivist and SAA with our new dialogues and information exchanges, and bring more power to the importance of the Archival world to Society.

Questions/concerns for Council attention: None

Native American Archives Roundtable (Liaison: Zanish-Belcher)

Name of Section/Roundtable: Native American Archives Roundtable
Date: November 15, 2013

Officers:

- Jennifer O'Neal, Chair, 2012-2013
- Ann Massmann, Vice-Chair/Chair-Elect, 2013-2014
- Gina Rappaport, Steering Committee, 2011-2013
- Jolene Manus, Steering Committee, 2011-2013
- Leanda Gehegan: Steering Committee, 2012-2014
- Nick Pavlick: Steering Committee, 2012-2014
- Camille Tyndall: Web Liaison, 2012-2014

Report from annual meeting:

Number of attendees: 40

Election results:

- Gina Rappaport, Vice-Chair/Chair-Elect, 2013-2015
- Michael Pahn, Steering Committee, 2013-2015
- Colleen Cook, Steering Committee, 2013-2015

Summary of meeting activities: Meeting Minutes Attached

Completed projects/activities:

- Steering Committee member Ann Massmann continued as a member of the Diversity Committee and Jennifer O'Neal began service as the Chair of the Cultural Heritage Working Group.
- Steering Committee members also presented at various conferences throughout the year, including the Association for Tribal Archives, Libraries, and Museums, and the Native American and Indigenous Studies Association.
- Implementation of significant updates to the NAAR website, including extensive new pages on affiliated groups, resources, and concise information about the *Protocols for Native American Archival Materials*.
- Update and implementation of roundtable bylaws.

Ongoing projects/activities:

- Service on various Working Groups and Committees including the Cultural Property Working Group and the Diversity Committee
- Blog development regarding activities and resources.
- Assisting Ann Massmann with gathering data and possibly conducting a survey for her book project, *Navigating Native American Archives*.
- Participation in the newly created website in Australia—The Indigenous Archives Network. The Indigenous Archives Network is a space that has been created for information exchange, collaboration and discussion around Indigenous archives, libraries, galleries, museums and keeping places. The Steering Committee will be participating in the website by posting blog entries and posting news regarding Native American Archives in the United States.
- Participation in the reconvening of the original *Protocols* drafter's group to make updates to the document and add case studies.

New projects/activities:

- Develop and conduct a survey of roundtable membership to determine how to better serve the needs of the group regarding projects, training, and technology.
- Organize and contribute to two dedicated issues of the Journal of Western Archives regarding Native American archives. The first issue will be a general issue regarding current issues and theory, while the second issue will highlight specific case studies forthcoming in 2014.
- Jennifer O'Neal will be contributing an article regarding the *Protocols* in the forthcoming book *Identity Palimpsests: Archiving Ethnicity in the U.S. and Canada*.

Strategic Priority - Technology initiatives:

- Continued enhancement of NAAR websites, including a resources page.
- Development of a NAAR blog to keep membership up-to-date with activities and issues occurring regarding Native American Archives

Strategic Priority - Diversity initiatives:

- Members will support the Diversity Committees project to create a platform where SAA members can share online case studies related to diversifying the archival record.

Strategic Priority - Advocacy/Public Awareness initiatives:

- The Steering Committee will continue to utilize and develop new ways of communicating with the membership, including Facebook, Twitter, Blogs, etc. In addition, we will also investigate ways of collaborating with other groups and organizations working on Native American and Indigenous Archives issues to enhance initiatives and reach more members.

Questions/concerns for Council attention: None at this time.

Society of American Archivists Native American Archives Roundtable Annual Meeting Minutes
Friday, August 16, 2013
4:00 PM – 5:30 PM
New Orleans, LA
Hilton Hotel, Grand Salon 7/10

Welcome: Jennifer O'Neal, Chair

Acknowledgements: Current and Incoming Steering Committee

Current Steering Committee:

Jennifer O'Neal, Chair, 2011-2013

Ann Massmann, Vice-Chair/Chair-Elect, 2012-2014

Gina Rappaport, Steering Committee, 2011-2013

Jolene Manus, Steering Committee, 2011-2013

Leanda Gehegan: Steering Committee, 2012-2014

Nick Pavlick: Steering Committee, 2012-2014

Camille Tyndall: Web Liaison, 2012-2014

New Steering Committee Members:

Gina Rappaport, Vice-Chair/Chair-Elect, 2013-2015

Michael Pahn, Steering Committee, 2013-2015

Colleen Cook, Steering Committee, 2013-2015

Reporting

- **SAA Council Report:** Tanya Zanish-Belcher provided a detailed update about the major issues that Council is addressing this year including its new strategic plan. There still time to provide feedback.
- **2014 Program Committee Representative:** The program representative provided information about the program in
- **ARL/SAA Mosiac Program:** Mark Puente provided an update about the program and detailed the deadlines for applications.
- **Cultural Heritage Working Group:** Jennifer O’Neal provided an update of the work of the CHWG mainly focused on advocacy and awareness of cultural heritage issues.
- **Diversity Committee:** Ann Massmann provided a detailed update regarding the activities of the committee.
- **SAA Diversity Award:** This year Karen Underhill will receive the prestigious SAA Diversity Award at the annual conference awards event.
- **2012-2013 NAAR Activities Report:** Jennifer O’Neal detailed the 2012-13 activities of the group including:

Completed Projectso Steering Committee member Ann Massmann continued as a member of the Diversity Committee and Jennifer O’Neal began service as the Chair of the Cultural Heritage Working Group.

- o Steering Committee members also presented at various conferences throughout the year, including the Association for Tribal Archives, Libraries, and Museums, and the Native American and Indigenous Studies Association.
- o Implementation of significant updates to the NAAR website, including extensive new pages on affiliated groups, resources, and concise information about the *Protocols for Native American Archival Materials*.

Ongoing projects/activities:

- o Service on various Working Groups and Committees including the Cultural Property Working Group and the Diversity Committee
- o Blog development regarding activities and resources.
- o Assisting Ann Massmann with gathering data and possibly conducting a survey for her book project, *Navigating Native American Archives*.
- o Participation in the newly created website in Australia—The Indigenous Archives Network. The Indigenous Archives Network is a space that has been created for information exchange, collaboration and discussion around Indigenous archives, libraries, galleries, museums and keeping places. The Steering Committee will be participating in the website by posting blog entries and posting news regarding Native American Archives in the United States.
- o Participation in the reconvening of the original *Protocols* drafter’s group to make updates to the document and add case studies.

New projects/activities:

- o Develop and conduct a survey of roundtable membership to determine how to better serve the needs of the group regarding projects, training, and technology.
- o Organize and contribute to two dedicated issues of the Journal of Western Archives regarding Native American archives. The first issue will be a general issue regarding current issues and theory, while the second issue will highlight specific case studies forthcoming in 2014.
- o Jennifer O’Neal will be contributing an article regarding the *Protocols* in the forthcoming book *Identity Palimpsests: Archiving Ethnicity in the U.S. and Canada*.
- Update and implementation of roundtable bylaws completed—Jennifer O’Neal.

- Other Announcements (Upcoming conferences, publications, repository news, etc.) Upcoming Conferences:
 - Cultural Heritage Symposium, Hosted by Library of Congress, September 26-27, 2013, Washington, DC
<http://www.loc.gov/folklife/events/culturalheritagearchives/>
 - Indigenous Archives Colloquium, "I have never forgotten his words": Talking about Indigenous Archives, University of Manitoba, Saturday October 5, 2013. Proposals Due August 19, 2013.
<http://myuminfo.umanitoba.ca/index.asp?sec=140&too=100&eve=8&dat=6/25/2013&npa=31072>
 - Native American and Indigenous Studies Association, May 29-31, 2014, University of Texas, Austin, <http://conferences.la.utexas.edu/naisa2014/>. Proposals Due November 15, 2013.
 - ATLAM: June 9-14, 2014, Palm Springs, CA. Session Proposals Due November 1, 2013. <http://www.atlm.org/>

Repository news:

- The University of Manitoba was announced as the repository for the Truth and Reconciliation Research Center. (Greg Bak)
- The Northwest Archives established the Native American Collections Roundtable (Jennifer O'Neal)
- It is the 100th Anniversary of the closing of the Carlisle Indian School in Pennsylvania and Dickinson College is looking for partners to apply for a Mellon Grant to make digital collections more easily accessible (Jim Gerencser)

Presentations

- **Honoring Ally Krebs:** Jennifer O'Neal and Ann Massmann recognized and honored the life of Ally Krebs, past NAAR Steering Committee Member and Chair, who walked on January 26, 2013. She was a member of the Sault Tribe of Chippewa Indians and a graduate of Yale University, as a member of the first class of women undergraduates. She received her MLS from the University of Arizona, Knowledge River Program and at PhD student at the University of Washington. Other individuals from the audience also shared their thoughts and memories of Ally.
- **"NAAR: Past, Present, Future":** Jennifer O'Neal, Outgoing Chair, gave a detailed presentation about the history of NAAR, since the group was established in New Orleans back in 2005. She reviewed the early initiatives that SAA was involved with during the 1980s, including the publication of the *Native American Archives: An Introduction* by John Fleckner. Then she highlighted the various sessions that were presented prior to 2005 regarding Native American archives. She detailed the "Strengthening Tribal Archives" program that provided scholarship to Native American archivists and tribal archivists who were interested in attending SAA and gaining professional development. Finally, she talked about the establishment of NAAR in 2005 and the major accomplishments since its inception, including the work of the Native American Protocols Forum Working Group (2009-2011) and the major advocacy work the group accomplished each year.

Open Discussion for 2014 Session Ideas, and 2013-2014 NAAR Goals and Projects

- Members discussed ideas for the 2014 conference in Washington, DC. A session was proposed regarding the possibility of Native scholars discussing their experiences working with archive collections in Washington, DC. The session proposal will be coordinated by Gina Rappaport. Discussion also occurred around the possibility of having tours at a

variety of different repositories in Washington, DC during this conference or beforehand. This will be determined at a later date.

NAAR Suggested Sessions to Attend

- Thursday, August 15, 1:30 PM, Session 208: “Native Americans and Route 66: Hidden Stories of the Mother Road”
- Saturday, August 17, 8:00 AM, Session 603: “To Protect and Connect: Strategic Stewardship of Cultural Heritage Material in the Archives”
- Saturday, August 17, 9:45 AM: “Displaced Archives: Current Controversies and a New Initiative”

Attendance Number: 40

Performing Arts Roundtable (Liaison: Kaplan)

Officers:

Stasia Karel, Chair

Rachel Rosenfeld, Co-chair

Report from annual meeting:

- Number of attendees: 42
- Election results: Rachel Rosenfeld elected co-chair/chair for 2013-2015
- Summary of meeting activities:
Introduction and updates by Stasia Karel, 4:00-4:10
Presentations, 4:10-5:30:
 1. Natalia Fernandez, Oregon State University/Oregon Multicultural Archives, on the American Theatre Archive Project
 2. Bruce Raeburn, Tulane University, Hogan Jazz Archives, on collecting oral histories
 3. Cecily Marcus, University of Minnesota Performing Arts Archives, on theater archives and African-American cultural history
 4. Eugenia Kim, New York Public Library, demonstration on providing online access to NYPL’s dance video collection

Completed projects/activities: Behind-the-scenes tour of the Historic New Orleans Collection on August 15, 2013

Ongoing projects/activities: Semiannual newsletter

New projects/activities: Creation of a Facebook group page for the roundtable

2010-2013 Strategic Priority – Technology Initiatives: n/a

2010-2013 Strategic Priority – Diversity Initiatives: n/a

2010-2013 Strategic Priority – Advocacy/Public Awareness Initiatives: n/a

Initiatives associated with the new 2013-2018 Strategic Plan:

The Performing Arts Roundtable is geared towards Goal #4, Meeting Members’ Needs. Our annual meeting serves as a place for informal networking, and we strive to create additional opportunities for roundtable members, such as touring a local repository each year.

Questions/concerns for Council attention: none at this time

Privacy and Confidentiality Roundtable (Liaison: Meissner/Pyatt)

Officers for 2012-2013

Elena Danielson, Chair (2012-2013), Hoover Institution Archives, Stanford University, retired
Menzi Behrnd-Klodt, Vice-Chair/Chair Elect (2012-2013), Klodt and Associates

Phoebe Evans Letocha, Immediate Past Chair (2012-2013), Johns Hopkins Medical Institutions

Amy Fitch, Steering Committee Member (2011-2013), Rockefeller Archive Center

Erin O'Meara, Steering Committee Member (2012-2014), Gates Archive

Ryan Speer, Steering Committee Member (2012-2014), Virginia Tech University

Brittany Parris, Web Liaison (2010-2013), Jimmy Carter Library & Museum

Linda Long, Representative to the Standards Committee (2010-2013), University of Oregon

Dennis Meissner, Council Liaison (2010-2013), Minnesota Historical Society

Previous past chair: Heather Dean, Yale

Report from Annual Meeting (held in conjunction with the SAA meeting at the Hilton New Orleans Riverside): The Roundtable met Wednesday, August 14, 2013 from 5:15 pm to 7:15 pm.

While people came and went over the two hour program there were at least 75 members who stayed for the entire meeting. Last year attendance was 50. Total membership is 508, and 118 of this total voted online for the officers and bylaws.

Election Results: Menzi Behrnd-Klodt automatically progressed from Vice Chair to Chair as provided by the by-laws. Amy Fitch was elected Vice Chair/Chair-Elect, and Nancy Kaiser was elected to the Steering Committee. The election was conducted on-line prior to the annual meeting. It was noted that more people voted online than were able to attend the August 14, 2013 annual meeting in person. The same online election approved the new by-laws as posted on the Roundtable website.

Officers for 2013-2014

- Chair (2013-2014): Menzi Behrnd-Klodt, Klodt and Associates
- Vice Chair / Chair Elect (2013-2014): Amy Fitch, Rockefeller Archive Center
- Immediate Past Chair (2013-2014): Elena Danielson, Hoover Institution Archives, Retired
- Steering Committee Member (2013-2015): Nancy Kaiser, University of North Carolina at Chapel Hill
- Steering Committee Member (2012-2014): Erin O'Meara, Gates Archive
- Steering Committee Member (2012-2014): Ryan Speer, Virginia Tech University
- Web Liaison (2013-2016): Anne Graham, Kennesaw State University
- Representative to the Standards Committee (2013-2016): Ryan Speer, Virginia Tech University
- Council Liaison (2013-2016): Tim Pyatt, Penn State University

Report from the Annual Meeting in New Orleans, Wednesday, August 14, 2013, 5:15-7:15:

For details see minutes posted on roundtable website: <http://www2.archivists.org/groups/privacy-and-confidentiality-roundtable>

SAA Council Liaison Dennis Meissner provided a brief update on recent Council activities. He also spoke about possible virtual or online meeting experiences in the future. As Dennis' term ends with this annual meeting, Tim Pyatt will take over as Council Liaison to the Roundtable for 2013-2014.

Phoebe Evans Letocha presented an update on the changes that the HITECH Act, passed by Congress, has made to the Privacy and Security Rules of the Health Insurance Portability and Accountability Act

(HIPAA). For more information about HIPAA, there is a link on the RT webpage to the Science, technology & Health Care Roundtable page.

Mark Greene gave a presentation on the development of a privacy survey, planned for distribution to archivists with the responses to be anonymous. The goal is to gain a reasonable indication of how the profession views privacy and the ethics of confidentiality.

Completed Projects: The RT issued a newsletter (“The Keyhole”), updated a privacy bibliography, endorsed two SAA sessions, and updated the webpage with information on HIPAA. As RT chair Elena Danielson participated in an online chat, sponsored by SAA and the Oral History RT, on the Boston College’s oral history program to document the Irish “Troubles,” and the viability of restrictions in the face of legal challenges. More than 100 people monitored the chat.

New and Ongoing Activities: With Phoebe Evans Letocha’s expert input, the RT continues to monitor implications of HIPAA regulations and is also following Mark Greene’s development of the survey of privacy practices in archives. The current international crisis in data protection vs. transparency is a big issue, and one that needs careful attention. The bibliography and the RT website reflect these interests.

Respectfully submitted, Elena S. Danielson, outgoing Chair of the P&C RT

Public Library Archives and Special Collections (PLASC) Roundtable (Liaison: Huth)

Officers:

- **Jamie Seemiller**, (Chair) 2012-2013, jseemill@denverlibrary.org. Acquisitions Librarian, Western History and Genealogy Department of the Denver Public Library, appointed Chair.
- **Jean Fisher** (Secretary) 2012-2013, jfisher@tacomapubliclibrary.org Special Collections Librarian in the Northwest Room at the Tacoma Public Library, elected Secretary.
- **Christine Sharbrough** (Member at Large) 2012-2014, csharbrough@gmail.com Reference Librarian in Derry, New Hampshire, elected Steering Committee Member-at-Large.
- **Melissa Eastin**, (Member at Large) 2012-2014, meastin@ebrpl.com, Archivist/Librarian II, East Baton Rouge Parish Library, River Center Branch appointed Steering Committee Member-at-Large
- **Sharon Pullen (Webmaster)** 2011-2013, sapullen@gmail.com, Archivist, Suffolk County Clerk

Report from annual meeting:

Number of attendees: #20

Election results:

Chair

Anke Voss, MSLS, MA (term Aug 2013-Aug 2014)
Director, Champaign Co. Historical Archives
Lecturer, GSLIS, University of Illinois at Urbana-Champaign
The Urbana Free Library
210 West Green Street
Urbana, IL 61801
Phone: [217/531-7040](tel:217/531-7040)
Fax: [217/531-7088](tel:217/531-7088)
avoss@tufl.info

Vice-Chair

Leslie Waggener (term Aug 2013-Aug 2014 as Vice Chair, then Chair 2014-2015)
Associate Archivist
Simpson Institute for Western Politics and Leadership
American Heritage Center, University of Wyoming
Dept. 3924
1000 E. University Ave.
Laramie, WY 82071
Office: 307-766-2557
Fax: 307-766-5511
lwaggen2@uwyo.edu

Secretary

Brittany Turner (term Aug 2013-Aug 2014)
Records Manager and Special Projects Librarian
Shreve Memorial Library
424 Texas St.
Shreveport, LA 71104
318.226.5888
fax: 318.226.4780
bturner@shreve-lib.org

Webmaster

Jennifer Sharp, MSI (term Aug 2013-2014)
Digital Cataloging Specialist
Hartford History Center at the Hartford (CT) Public Library
jsharp@gmail.com

Summary of meeting activities: Meeting Minutes are posted on the PLASC microsite at:

<http://www2.archivists.org/groups/public-library-archivesspecial-collections/plasc-meeting-minutes-august-16-2013-0>

The Lightning Round and Survey Presentations from the Annual meeting are also posted on the microsite:
<http://www2.archivists.org/groups/public-library-archivesspecial-collections/archives-2013-plasc-lightning-round-and-survey-pre>

Completed projects/activities: The PLASC Roundtable completed two very important tasks during the year 2012-2013 year. The By-Laws were passed and a member survey was completed. Both the By-Laws and the Survey results are posted on the PLASC microsite at:

<http://www2.archivists.org/groups/public-library-archivesspecial-collections>

Strategic Priority - Advocacy/Public Awareness initiatives: PLASC endorsed a session that was accepted at Archives 2013 that was related to advocacy: Session 405 Shout it from the Mountaintop: Changing Perceptions about Archival Advocacy (Friday August 16th 10:45-11:45pm).

Questions/concerns for Council attention: PLASC continues to have issues keeping members in touch with the Roundtable activities at the annual meeting. Most of the members can't attend the annual meeting due to cost. This year we tried to take videos of the meeting to post the highlights of the meeting on the SAA You Tube channel. We found that the quality of our iPhone audio and video and the amount of time it would take to edit the video was just not going to happen due to time constraints. Is it possible next year to have SAA help PLASC stream the meeting in a video conference or help us video the meeting? It would also be nice if there was a scholarship available for a Public Archivist to attend the

meeting. Most Public Archivists do not get funding to attend the annual meeting or help to pay their SAA dues.

Recorded Sound Roundtable (Liaison: Light)

Name of Section/Roundtable: Recorded Sound Roundtable

Date: 2013-10-22

Officers:

- | | |
|--|-----------|
| • Jolene Beiser (Chair) | 2013-2014 |
| • Robin Pike (Rising Chair, SC Member) | 2013-2014 |
| • Sarah Cunningham (SC Member) | 2013-2014 |
| • Lisa Lobdell (SC Member) | 2013-2014 |
| • Susan Hooyenga (Previous Chair, SC Member) | 2013-2014 |

Report from annual meeting:

Number of attendees: 49

Election results reported (Elections completed online):

Jolene Beiser, Chair, Start: 8/14/2013 End: 8/16/2014

Robin Pike, Steering Committee Member (Rising Chair), Start: 8/14/2013 End: 8/16/2014

Eric Saltz, Steering Committee Member, Website Liaison, Start: 8/29/2013 End: 8/16/2014

David Jackson, Steering Committee Member, Website Liaison, Start: 8/29/2013 End: 8/16/2014

Jack Falk, Steering Committee Member, Newsletter Editor, Start: 9/1/2012 End: 8/16/2014

Lisa Lobdell, Steering Committee Member, Start: 9/1/2012 End: 8/16/2014

Susan Hooyenga, Steering Committee Member (Past Chair), Start: 8/14/2013 End: 8/16/2014

Sarah Cunningham, Steering Committee Member (Past Chair), Start: 8/14/2013 End: 8/16/2014

Summary of meeting activities

(Complete minutes here: http://www2.archivists.org/sites/all/files/RSRT%20Minutes_20131009_0.pdf)

Welcome and report on online elections from Outgoing Chair Susan Hooyenga. She reported that the position of web liaison was still open and that the RSRT had also voted to approve the new bylaws. Jack Falk volunteered to continue being Newsletter Editor.

Question from Eric Harbeson about putting together a panel for SAA 2014 with the Intellectual Property Working Group.

Presentation given by Lisa Hooper from Tulane University “Challenging the narrative and creating new opportunities for community involvement with off-the-grid recordings”.

After the presentation, a discussion was opened to the room on our RSRT’s Resources webpage—can we improve upon it? Please send ideas to Jesse Johnston (outgoing Web Liaison).

The Roundtable then went around the room with each person sharing where they are from and what Recorded Sound projects they are currently working on.

The group then discussed the recently published Library of Congress' National Recording Preservation Plan. A number of ideas of how the RSRT could respond to the plan were presented including focus groups, working on standards, working with ARSC and AES, workshops, audio preservation classes, and posting it on the SAA standards portal.

Last was the report from our SAA Council Liaison, Michelle Light who talked about council working to tighten up details re: governance and creating strategic plan—making SAA a more inclusive organization. They are also working on continuously improving the annual meeting and getting more involved in the International Council of Archivists.

Completed projects/activities: Over the course of the year, the Roundtable leadership responded to several inquiries concerning the management of recorded sound collections, including questions from SAA members, researchers, and the general public.

RSRT voted to endorse two session proposals for the 2013 SAA annual meeting
The roundtable wrote and voted to approve bylaws, now posted on the RSRT webpage.
2013 Elections for officers and steering committee were conducted successfully online for the first time.

Ongoing projects/activities: The Recorded Sound Roundtable newsletter will be continued with Jack Falk as the editor. The newsletter provides an opportunity for members to share about challenges and successes in their work with Recorded Sound, and to share thoughts about archival audio issues.

The Roundtable will also continue to conduct elections online in 2014.

New projects/activities: There was great discussion at the 2013 meeting about possible projects to be undertaken this year. They include:

1. Giving input on the SAA Council's *newly approved* Strategic Plan, specifically that we could insert our voice on sound materials under Goal 1--1.4 "Strengthen the ability of those who manage and use archival material to articulate the value of archives."
2. Find volunteers to serve as liaisons to Recorded Sound associations outside of the SAA--specifically the [Association for Recorded Sound Collections](#) (ARSC), [International Association for Sound and Audiovisual Archives](#) (IASA), [Audio Engineering Society](#) (AES), as a way to formalize and structure our information sharing and possibly harmonize responses to the [Library of Congress's National Recording Preservation Plan](#). Sarah Cunningham has volunteered to liaise between the RSRT and ARSC.
3. Take up the offer from the council liaison to contribute to the SAA presidential blog ([Off the Record](#)), raising awareness of issues, concerns and initiatives specific to audiovisual archiving. A potential post could be a discussion of the [National Recording Preservation Plan](#), or an announcement of our enhanced resources list once that gets off the ground.
4. Enhancing our Recorded Sound Resources list on the RSRT webpage.
5. Adding the National Recording Preservation Plan to the SAA Standards Portal.
6. The Roundtable is currently planning the program for the roundtable meeting at SAA 2014 in Washington, DC.

Strategic Priority - Technology initiatives: Enhancing our resources list—making it easier to use—on the RSRT webpage.

Diversity initiatives: None

Strategic Priority - Advocacy/Public Awareness initiatives: Raise awareness of the RSRT through blog posting at the SAA presidential blog and giving input on the Strategic Plan.

Questions/concerns for Council attention: None

Records Management Roundtable (Liaison: McCrea/Smith)

Officers: Chair: Brad Houston

Vice Chair: Beth Cron

Newsletter Editor: Lorette Weldon

Steering Committee: Meg Tuomala, Kate Stratton, Matthew Farrell, Caroline Curtin, Christie Peterson

Report from annual meeting:

- **Number of attendees:** 40
- **Election results:** Matthew Farrell and Caroline Curtin won positions in the online elections held in June. Because we had fewer candidates than anticipated, we put out a call for additional steering committee volunteers in July to be confirmed at the annual meeting. Christie Peterson and Kate Stratton volunteered and were confirmed unanimously by the meeting attendees.
- Summary of meeting activities: A reasonably comprehensive recap of the activities at our business meeting can be found at <http://saarmrt.wordpress.com/2013/08/23/post-saa13-roundup-we-want-your-input/#more-303>, along with a link to slides from Ron Layel's presentation.

Completed projects/activities:

- Over the summer of 2012, we conducted a survey of our membership; much of the fall was devoted to examining and discussing the data we collected from this survey and developing goals accordingly. We hope to continue formally surveying our membership on a regular basis going forward (every two-three years).
- Coordinated two Google Hangouts on Records Management issues, one on electronic records and one on RM outreach. See more about this in the Strategic Priorities section, below.
- Endorsed two sessions for the 2013 Annual meeting, one of which ("Digital Preservation and Records Management in the Cloud: Challenges and Opportunities") was accepted by the Program Committee.
- Completed work on Records Management for Lone Arrangers e-pub, in collaboration with the Lone Arrangers Roundtable. Overall the steering committee is very pleased with the quality of the document and we regularly refer questioners on the list to this document as a good starting point.

Ongoing projects/activities:

- Continued work on the Functional Thesaurus. The reconstituted working group is to a certain extent rebuilding the format of this document from scratch by looking for ways to make it more searchable and web-friendly, so the completion of this document may be further down the road than we anticipated, but we are still aiming for finishing and submitting it in 2014.
- Put out two issues of *The Records Manager*, the RMRT newsletter. Notably, the most recent issue includes a larger percentage of content from our general membership, which is important in maintaining the relevance of the newsletter to our membership.

New projects/activities:

- Began work with Solveig DeSutter on developing webinars for records management through the SAA education committee. These shorter webinars would replace/supplement the two-day workshop developed by Mike Miller in 2008. We submitted the draft proposal but have yet to receive feedback from the education committee.

- Expanded outreach and communication into the Web 2.0 realm with establishment of an official RMRT blog (<http://saarmrt.wordpress.com>) and Google+ page. More information on this below.
- In collaboration with SAA council members Bill Landis, Beth Kaplan, and Donna McCrea, as well as SAA Archivist Michael Doylen, began analyzing SAA's records structure to develop record schedules for SAA's electronic, web, and other records.

2010-2013 Strategic Priority – Technology Initiatives: As noted, RMRT has been spending a lot of energy on increasing our web 2.0 presence, most prominently in the form of our blog and our Google Hangouts. Both of these venues are intended to bring educational material and other items of interest to a wider audience than we can achieve through the listserv alone. In particular, by recording our Hangouts, we are able to provide asynchronous professional development to our membership. During both of the Hangouts we have conducted thus far, we have been monitoring social media and blog comments to give membership the opportunity to ask questions of the presenters and get answers in a prompt manner. We estimate that about 15 people were viewing each of our Hangouts live, and Our goal in this area for next year is to improve the consistency of Hangout frequency and to work out the technical and procedural glitches that have impeded the full potential of this powerful tool.

2010-2013 Strategic Priority – Diversity Initiatives: Although we have not focused explicitly on diversity, our educational initiatives are intended to help with the profession's economic diversity by bringing low- or no-cost training resources to members, including our student members. In particular, we are developing webinars through SAA to create opportunities for new archivists/records managers to get an introduction to records management basics without having to pay the entire cost of a two-day workshop (currently the main RM training on offer through SAA). Both of the publications on which the RMRT is working or has completed this year are or will be free-to-access, ensuring that as many professionals as possible can benefit from our work.

2010-2013 Strategic Priority – Advocacy/Public Awareness Initiatives: See above. Additionally, we looked to build additional awareness of the concerns of archivist/RM hybrids outside the profession this year; we appointed an unofficial ARMA liaison and worked to cross-promote ARMA and SAA events of interest on our various listservs/blogs.

Initiatives associated with the new 2013-2018 Strategic Plan: As noted, many, if not most, of our planned activities for the 2013-2014 session are educational in nature, which nicely complements Goals 2,3, and 4 of the 2013-2018 Strategic Plan. We would like to be able to provide resources that grow both the profession and the relevant skillsets of our membership and SAA as a whole. As for Goal 1, we are obviously interested in helping SAA advocate the value of Archives and Archivists, especially as this goal relates to reestablishing a formal relationship with ARMA International.

Questions/concerns for Council attention: As noted above, we submitted our proposal for a RM webinar in June, but have not had any indication of the status of that proposal. We would thus appreciate an update on the proposal one way or another, as well as feedback on how we can improve it as we develop the webinar itself.

Additionally, we would like to know how the roundtable can help SAA with its stated action item of rebuilding a relationship with ARMA international. Many of our members are also ARMA members, or even hold positions with ARMA or local chapters, and so we are in a good position to help bridge the gap. Ideally, we can help communicate to ARMA the value of working with Archives professionals (and vice versa).

Research Libraries Roundtable (Liaison: Light)

Officers:

- | | |
|---|----------------|
| • Stephanie Kays (Vice Chair/Chair Elect; Acting Chair) | Term 2013-2014 |
| • Lisa Carter (Steering Committee) | Term 2013-2014 |
| • Ben Goldman (Steering Committee) | Term 2013-2014 |
| • Erik Moore (Past Chair/Steering Committee) | Term 2013-2014 |
| • Merrilee Proffitt (Steering Committee) | Term 2013-2014 |
| • Thomas Rosko (Steering Committee) | Term 2013-2014 |
| • Michelle Light (Council Liaison) | |

Report from annual meeting:

Research Libraries Roundtable, SAA 2013, Wednesday, August 14 from 3:00-5:00pm

Number of attendees: Approximately 65

Election results: Stephanie Kays, Archivist for Collections Management, University of Oregon, elected as Vice Chair/Chair Elect; Acting Chair, 2013-2014

Summary of meeting activities: Eric Moore opened the meeting with a brief overview of the meeting's agenda followed by the program introduction. The program this year explored the many ways archives and special collections within research libraries are addressing the sustainability of born-digital materials and digital preservation planning. The Roundtable took an in-depth look at the recently released OCLC report "Walk This Way: Detailed Steps for Transferring Born-Digital Content from Media You Can Read In-house," the third in a series as part of the Demystifying Born Digital project led by Ricky Erway. Through lightening round presentations and a moderated Q&A, archivists from a variety of institutions discussed attendant issues they are facing in establishing digital programs.

Moderator: Ricky Erway, Senior Program Officer, OCLC Research

Speakers:

- Julianna Barrera-Gomez, Archivist, former fellow with OCLC Research
- Naomi Nelson, Director, David M. Rubenstein Rare Book & Manuscript Library, Duke University
- Erin O'Meara, Archivist, Gates Archive
- Christie Peterson, Records Management Archivist, Johns Hopkins University
- Seth Shaw, Assistant Professor of Archival Studies, Masters of Archival Studies program at Clayton State University

Following the program, Erik Moore opened the business meeting and reviewed the activities of the year. This included a report on the two sessions that were endorsed by the Roundtable for the 2013 annual meeting; the goals of the Steering Committee to increase both the level of membership involvement and the value of the Roundtable for its members; and plans for building the Roundtable's web presence on the RLRT's microsite to document and communicate the Roundtable's activities. Moore also expressed a need to investigate if the RLRT listserv or other communication methods might be used to help further discussions based on topics coming from the annual program and other venues relevant to the membership.

The draft bylaws were provided to membership prior to the meeting and also distributed among the tables. Moore opened the floor to questions regarding the bylaws and then asked for a vote to ratify these bylaws as the governing document for the Research Libraries. The bylaws were unanimously approved.

Election results were announced followed by a report from Council liaison Michelle Light. The meeting ended with member announcements.

Completed projects/activities:

Bylaws approved:

The Steering Committee provided the proposed bylaws to its members in early August 2013 via the Roundtable's listserv and again at the August annual meeting. During the annual meeting the membership voted and the bylaws were unanimously approved. On September 30, SAA Council approved the bylaws of the Research Libraries Roundtable. The bylaws have been posted to the RLRT microsite.

Membership:

Christie Peterson attended the SNAP Roundtable networking session at SAA's 2013 annual meeting as a representative of the Research Libraries Roundtable. Christie spoke with students and new archives professionals about the benefits of joining RLRT and attending our annual meeting.

SAA 2014 Session Proposal Endorsements:

The steering committee received 9 session proposals for review. The committee chose the following two proposals for endorsement:

Title: How are we doing? Improving Access Through Assessment, Submitter: Carrie Hintz

Title: Archivist! Data Librarian! Asset Manager! Do the differences really matter? Submitter: Dana Lamparello

Endorsements were forwarded to the 2014 Program Committee.

Ongoing projects/activities: Membership: The RLRT Steering Committee will continue to develop actionable goals for increasing both the level of member involvement in the Roundtable and value of the Roundtable for its members. This includes strategizing ways the Roundtable can reach out and collaborate with other roundtables and sections, surveying the membership to identify their major needs and expectations of the Roundtable and continuing to reach out to new members through SNAP.

New projects/activities: [none submitted]

2010-2013 Strategic Priority - Technology initiatives: Microsite and Communications: The steering committee will continue building the Roundtable's microsite by providing accurate and complete information and documentation of its actives, including bylaws, agendas, meeting minutes, annual reports, and other resources.

The committee will also try to generate conversation among membership via the listserv or other mechanism, through proposing monthly topics for discussion.

2010-2013 Strategic Priority - Diversity initiatives: None

2010-2013 Strategic Priority - Advocacy/Public Awareness initiatives: None

Initiatives associated with the new 2013-2018 Strategic Plan: None

Questions/concerns for Council attention: No immediate questions/concerns.

Science, Technology, and Health Care Roundtable (Liaison: Zanish-Belcher)

Roundtable Officers, 2012-2013

Co-Chairs

John P. Rees, Senior Co-Chair (National Library of Medicine)
Melanie Mueller, Junior Co-Chair (American Institute of Physics)

Newsletter

Elizabeth Phillips, Editor (University of California – Davis)

Webmaster

Polina E. Ilieva (University of California, San Francisco)

Steering Committee

R. Joseph Anderson (American Institute of Physics)
Janice F. Goldblum (The National Academies)
Joan Echtenkamp Klein (University of Virginia Health System)
Charlotte (Shelley) Erwin (California Institute of Technology)
Jodi Koste (Virginia Commonwealth University)
Nora Murphy (Massachusetts Institute of Technology)
Stephen E. Novak (Columbia University Medical Center)
Tim L. Pennycuff (University of Alabama at Birmingham)
Ludmila Pollock (Cold Spring harbor Laboratory)
Paige L. Smith (Southern Research Institute)
Judith A. Wiener (Ohio State University)

2013 SAA Annual Meeting Report

The Roundtable's annual meeting was held at the Hilton New Orleans Riverside hotel on Aug. 16th from 4:00 to 5:30PM. 30 people attended.

STHC and Women Archives roundtables hosted a joint meeting in honor of Joan Warnow-Blewett. We began the meeting with a program featuring three invited speakers presenting on the history, value, and future of women in science, physics, and medicine.

- Jennifer Head—pioneering religious women in science and medicine
- Rachel Ivie—the present and future of women in physics
- Tanya Zanish-Belcher—Iowa's Women in Science and Engineering oral history program

Business portion of the meeting:

- Round robin of introductions of all meeting attendees
- Council Representative report: Tanya Zanich-Belcher, Council Representative
 - Annual meeting committee reports and outcomes
 - Closer work with ICA
 - New SAA principles and priorities adopted
- Approval of 2012 meeting minutes
- Annual Meeting Task Force: Jody Koste
- HIPAA/HITECH or Common Rule: Pheobe Evans-Letocha
- Newsletter report: Liz Phillips
- Website update: John Rees on behalf of Polina Ilieva
- Listserve: John Rees. Subscriptions are up – currently 323 subscribers, up from 312 last year

- Total Membership roll: 332
- Leadership activities: John Rees
 - SAA has asked STHC to provide comment on HIPAA changes
 - New by-laws successfully drafted and approved, posted to the STHC website
 - Participated in online voting for the first time: junior co-chair and bylaws referendum
- Steering Committee, co-chair report, 2013 sessions report, nominations/elections: Rees
 - STHC received one session and a poster endorsement request for 2013; we endorsed the poster and it was approved for the program
 - Five members rotated off or resigned from the committee: Joe Anderson, Steve Novak, Tim Pennycuff, Mila Pollock, Paige Smith.

Election results: Dawne Lucas (Duke University) was unanimously elected incoming Junior Co-Chair; bylaws unanimously ratified.

Announcements/new business from the floor: Program ideas for 2014 roundtable meeting – possibly include some networking/interactive opportunities and a shorter program/speaker session. There is strong interest in keeping the program/speaker portion of the meeting – maybe cut it to one/two speakers instead of 3, to leave time for new activities during the meeting

STHC Projects

I. Archival Elements: The STHC newsletter, *Archival Elements*, was posted online to the STHC website in PDF format in early August prior to the 2013 SAA meeting in New Orleans.

The 2013 *Archival Elements* contained the following major articles:

- 1) “Getting to Know Dr. Gebhard” by Jamie Bloss
- 2) “The Robert L. Day Collection: Bringing to Life UCSF School of Pharmacy History” by Polina Ilieva and Kate Tasker

Shorter submissions from members included announcements about Stanford University partnering with NIST on a software preservation project, MIT acquiring the Victor K. McElheny papers, and notices of forthcoming conferences.

II. Website: Activity on the STHC website was minimal during the calendar year. We'd like to make it more personable in 2014 by adding co-chair photos and other images.

Agendas for the Roundtable and the Steering Committee meetings were posted online prior to the meeting, as was the 2013 issue of *Archival Elements* (see above).

III. Listserv: As of July 24, 2012, 323 persons were subscribed to the STHC listserv. This represents a increase from the 312 subscribers in 2012. It remains the primary tool for communicating with archivists with an interest in the archives of science, technology, and the health sciences.

IV. SAA Program: STHC endorsed one poster for the poster session that was subsequently accepted for the 2013 New Orleans program--“Evolution of a Digitization Project” by Amanda Nelson

Respectfully submitted,
 John P. Rees, Co-Chair (National Library of Medicine)
 Melanie Mueller, Co-Chair (American Institute of Physics)

Security Roundtable (Liaison: Baxter)

Present:

Rachel Seale, University of Alaska at Fairbanks
Lamont Pearson, Virginia College
Amy Schindler, William and Mary
Wendy Pflug, Ohio State
Brenda McClurkin, University of Texas at Arlington
Michael Knight, National Archives and Records Administration
Richard Dine, National Archives and Records Administration
Eben Dennis, Maryland Historical Society
Shelby Sannett, National Archives and Records Administration
Daniel Hammer, The Historic New Orleans Collection
Brian Lavigne, The Historic New Orleans Collection
Mary Lou Einhorn, The Historic New Orleans Collection
Lee Arnold, Historical Society of Pennsylvania
Ryan Hendrickson, Boston University
Lorie Wits, Union College
Mimi Bowling, Consultant
Supriya Wronkiewicz, Museum of Performance and Design
Ravil Veli, Norwich University
Kate Donovan, New York University
Kara McClurken, University of Virginia
Brittany Turner, Shreve Memorial Library

1. Welcome from the Chair and Introductions

The 2013 SAA Security Roundtable was called to order by Kara McClurken at 5:15pm. Participants introduced themselves with their name and organizational affiliation.

2. Announcements

Kara McClurken announced that her role as Chair would be ending and that, as per the results of the election, Brittany Turner would be the incoming Chair and Rachel Seale would be the incoming Secretary.

Highlights of 2013 included the creation of Bylaws, which was unusual as the Roundtable has historically been very informal. These Bylaws include the creation of the Junior Chair position, a 2-year term with the first serving as a Vice Chair and the second serving as Senior Chair. The position is vacant but a special election will be held.

In addition to the Bylaws, the Mission of the Roundtable underwent significant revision, growing from one sentence to a more comprehensive, broader statement that outlines various activities and issues the group may wish to explore in the future.

Finally, the Roundtable has established a microsite which will allow for the compilation and distribution of administrative records as well as resources via the site. This also allows for online voting, which was used for the first time during the most recent election. Anyone interested in assisting with the site should contact Ms. Turner.

3. Group Discussion: User Orientation

Kara McClurken explained that in previous years, the Roundtable Annual Meeting usually features a panel of presenters on a particular topic. This year, the session will be an informal discussion around the various strategies used for orienting users in reading rooms and how that can

inform, influence, or teach users about issues related to security. Registration forms and sample policies were provided by members via the listserv request, and colleagues from NARA also provided their PowerPoint orientation module. Another example are the paddles used at UVA, which are distributed alongside the archival boxes and detail care and handling rules. The examples also include the checklist of things to think about in the aftermath of a theft provided by the Manuscript Society.

The Roundtable Members broke into groups to consider whether these examples are effective or if there are other creative ideas, such as videos produced by graduate students or some other strategies.

Ideas included:

- Video similar to that used by the [Ransom Center](#).
- The NARA [Orientation PowerPoint](#).
- Online pre-registration, including agreement to terms.
- Appointment-only policies requiring advance communication to facilitate better service and time to research users.
- Second Life, such as Stanford's [Introduction to Archives](#).
- Verbal review of rules during registration process in addition to signed acknowledgment.
- Methods that avoid text-heavy strategies.
- Assessing security risk levels and presenting increasing levels of information and restrictions based on the level of risk associated with the materials, similar to facility access control, such as low, medium, high, rare, specialized, valuable, or damaged.
- Paddles similar to UVA.
- Displaying information graphically, such as demonstrations of the types of damage that can occur, best practices, etc.
- Tent or Lucite information on the tables themselves, around the room, or on paddles.
- Registration forms for each visit, with indication of the materials used, or call slips.
- Automation and digital registration process.
- Brochures as "refreshers" for registered users.
- Roving staff to remind users of best practices.
- Retention of registration forms and/or call slips. NARA keeps forms on hand for seven years, and are retained for 25 years, with the intention of moving toward electronic records.
- Privacy versus security: maintaining information about what researchers are using in a more searchable way.
- Internal listservs, banned user lists, and reports of what is happening at NARA.
- Encouraging transparency and communication within the institution and archival community at large.
- Prioritizing security; security should not be the area sacrificed in the interest of the user's time or schedule.
- Using signed forms to correct improper user behaviors.

In addition to the ideas generated, there was also ample time for discussion and questions within the larger group with particular interest in NARA practices.

Q: How necessary is it for users to actually sign a form? Is it possible to provide basic registration and a simultaneous PowerPoint while waiting for materials to be pulled?

A: It might be best to have them sign off first or build security into dead time inherent in the retrieval process. In the experience of Roundtable members, the signed acknowledgments have generally been used for informational rather than legal purposes.

Q: Is there a formal procedure for banning? What might constitute a "bannable" offense?

- A: Procedures are usually developed in tandem with security. Offenses might include concerns about theft or being abusive to staff. Repeated violation of rules is usually addressed through “enhanced customer service” before outright banning.
- Q: How legally enforceable are rules?
- A: It is always best to discuss rules with counsel before an emergency arises. The key is to formalize the policies and procedures and then to apply them consistently.
- Q: Has there been any pushback from researchers regarding data gathering or the NSA?
- A: Not really. Users have the right to refuse to provide information, but then their access to collections may also be refused.
- Q: Is it important to document what people are researching?
- A: It wasn't before 9/11. Now, there might be more reason to document things like architectural records.
- Q: For institutions who photograph researchers as a part of the registration process, how are individuals wearing veils for religious reasons screened?
- A: Researchers can be offered options, such as a private room with female staff member who can be shown the researcher's face, the option to leave and come back another day when a female staff member is available, or to obtain immediate access by allowing showing one's face to the staff members available at that time.
- Q: How do you manage odd research requests?
- A: If a user says they're writing a story about museum theft and would like to see the layout of the vault, say no!
- Q: How do you differentiate a legitimate researcher or a potential thief?
- A: You don't. All researchers should be expected to play by the same rules.

There was also discussion of various situations that may arise, including when family members of donors use the collection and steal, as well as bad behavior by donors and their families.

For institutions that allow service animals, it is important to be mindful that these animals may now be smaller dogs, particularly in the case of diabetic and epileptic owners.

Discussion regarding age restrictions resulted in the agreement that this area is very challenging. There was no clear consensus on the best strategy due to widely varying policies and procedures.

For collections in the same physical space as researchers, it was suggested that institutions use ropes, a note on the rules indicating that only staff are authorized to page materials, that copies may only be made by staff, that a privacy curtain or screen be installed, and that signs be clearly posted.

With regard to training, it was suggested that two-way training is best. It is essential for policymakers to learn from their staff and vice versa.

The final discussion revolved around the process of retrieval and filing as a security risk, particularly with regard to preserving the integrity of a collection. This issue touched on access controls and should be incorporated into any training efforts, as well as metrics based on quality over quantity. It may require a cultural change, but misfiles that persist for 20 or 30 years are as good as stolen for a generation of researchers. It should be treated as seriously as theft. Senior management should routinely be in and around stacks to assess the condition and enforce consequences. The misfiles are everyone's problem, not just those responsible for shelving and retrieval. It isn't an issue that someone else can or will handle. If shelving staff don't have time to properly shelve, they need to notify someone and it needs to be documented. Time should be built into schedules to correct misfiles and do general organizing.

Placemakers, clear rules and procedures, and staff orientation plus ongoing training also help. Everyone needs to know where everything is, and call slips need to be used every time.

4. Adjourn.

The 2013 SAA Security Roundtable Meeting was adjourned at 7:15pm.

*Respectfully prepared and submitted by
Brittany Turner, Secretary, Security Roundtable*

Students and New Archives Professionals (SNAP) Roundtable (Liaison: Theimer/Mangiafico)

SNAP ANNUAL REPORT, 2012-2013

Date: November 16, 2013

Name of Section/Roundtable: Students and New Archives Professionals Roundtable
Officers:

- **Chair:** Rebecca Goldman
- **Vice Chair/Chair-Elect:** Andrea Boltz
- **Secretary:** Max Johnson
- **Web Liaison/Coordinator:** James Northway
- **Liaison Coordinator:** Amanda Strauss
- **Newsletter Coordinator/Steering Committee member:** Gloria Gonzalez
- **Blog Coordinator/Steering Committee member:** Lisa Huntsha
- **Social Media Coordinator/Steering Committee member:** Helen Schubert
- **Steering Committee Members:**
 - Meagan Doyle
 - Jeremy Floyd
 - Melissa Gonzales
- **SAA Council Liaison:** Kate Theimer

Report from annual meeting:

- Number of attendees: **119**
- Election results:
 - **Incoming Chair:** Melissa Gonzales
 - Ms. Gonzales was elected as Vice Chair/Chair-Elect, but the incoming chair declined the position of Chair for the 2013-2014 term. Ms. Gonzales accepted the role of chair in her stead, which resulted in a Special Election after the annual meeting.
 - **Vice Chair/Chair-Elect:** Liza Booker [special election]
 - **Secretary:** Susan Kline
 - **Web Liaison/Coordinator:** James Northway
 - **Newsletter Coordinator/Steering Committee member:** Gloria Gonzalez
 - **Blog Coordinator/Steering Committee member:** Lisa Huntsha
 - **Social Media Coordinator/Steering Committee member:** Helen Schubert
 - **Steering Committee member:** Steve Ammidown
 - **Steering Committee member:** Caitlin Wells
 - **Student Blog Editor:** Samantha Winn [special election]
 - **SAA Council Liaison:** Lisa Mangiafico
- **Summary of meeting activities:** See attached addendum

Completed projects/activities:

- Approved group bylaws

- SAA first-timers guide

Ongoing projects/activities:

- SNAP blog (the last annual report was submitted right before the blog got started)
 - Solicit more blog support (perhaps from Student Chapters)
- #snaprt Twitter chats
- SNAP Newsletter
 - Mentoring students regarding publications
 - Possible collaboration with *American Archivist* or *Archival Outlook*

New projects/activities:

- After our SNAP Council Liaison sent us the Internship Best Practices draft, we sent it out to the membership via the listserv to receive feedback for her and the other council group liaisons working on the draft.
 - Perhaps SNAP can have more input in the future
- Working with Membership Committee members on a possible silent auction to take place at annual meeting to raise money for scholarship endowment.
- Ongoing conversation/discussion regarding archival education via the Education Committee or Archival Education Roundtable.

2010-2013 Strategic Priority – Technology Initiatives: [none submitted]

2010-2013 Strategic Priority – Diversity Initiatives: [none submitted]

2010-2013 Strategic Priority – Advocacy/Public Awareness Initiatives: [none submitted]

Initiatives associated with the new 2013-2018 Strategic Plan: [none submitted]

Questions/concerns for Council attention:

- There have been concerns regarding the Internship Best Practices draft, mostly involving next steps and outcomes.
- Interest in an ongoing conversation/discussion that could happen every annual meeting via a forum that happens outside the sessions so more SNAPPers and others can intend without interfering with the session presentation schedule.

**ADDENDUM:
Meeting Minutes**

SNAP Steering Committee 2012-2013 Meeting #3: September 30, 2012

Time: 7 pm EST

In attendance: Rebecca Goldman, Max Johnson, Gloria Gonzalez, Helen Schubert, James Northway, Megan Doyle, Jeremy Floyd,

1. Introductions of new appointed officers
2. No updates and announcements
3. Urgent issues
 - a. SAA13 session endorsements
 - i. Discussed the process for endorsing a session.
 - ii. SC didn't see consensus from membership on what we should be endorsing.
 - iii. Consensus that we should solicit proposals from members.

- iv. SC will meet again in 2 weeks to look at proposals which will be due by Oct 11th at 11:59 EST.
- v. Consensus that we should consider session proposals from non-SNAPPers.
- vi. Consensus that we will not provide guidelines on the “kind” of session for members to propose.
- vii. Max J. will email RT advising of the deadline for session endorsements
- b. Software for Steering Committee meetings
 - i. Useful to have video with chat.
- 4. Project proposal process
 - a. We want any SNAPPER to be able to propose a project for the group to take on. We need a process for this. Any ideas?
 - i. Need process to allow SNAPPers to form groups and discuss projects AND process for formalizing projects. SC discussed the need to be able to connect members doing similar things/interested in similar things, as well as connecting with other groups/roundtables for that same purpose.
 - ii. Discussed multiple options for proposing and tracking project progress/interest. Consensus on looking at page on the website which an embedded Word document for suggesting project ideas/connecting.
 - iii. Discussed the need for there to be project leaders and interested individuals willing to work on the project
 - iv. Consensus on looking into adding a forum-style section to the website.
 - v. Discussed crowdsourcing ideas for proposal form in the future.
- 5. SNAP blog (Rebecca/Lisa) - Tabled for a later meeting
 - a. Let's start a blog!
 - i. Platform? (Wordpress, Blogspot, etc.)
 - ii. Recurring features
- 6. SNAP website (Rebecca/James)
 - a. Right now, the SNAP website just has updates from the Steering Committee. I'd like it to be more of a resource for SNAP members. What resources would be helpful? How can we evaluate and ensure the usability of the site?
 - i. Current site just a collection of resources.
 - ii. Discussed having resources for how to get involved in SAA, links for New Pros, Students, etc.
 - iii. James N. is looking into increasing interactivity and developing a better design.
- 7. Joint roundtable meeting at SAA13 (Rebecca)
 - a. SAA13 is only 11 months away! At SAA12, Rebecca spoke with some leaders from the Lone Arrangers RT about possibly holding a joint meeting next year, since our members have similar interests. Do we like this idea?
 - i. Will survey membership to see where there are overlaps, and go from there.

Additional discussions

- Gloria G. has been looking at Newsletter and wants to have SNAPPers suggest ideas for a new banner/hold a contest.
- Discussed social media avenues briefly.

Adjourned for the evening at 7:55pm Meeting again in 2 weeks.

*******Items for later meetings*******

- 8. Potential SNAP projects/member suggestions (left over from last Steering Committee, tabled since then)

- a. Guidelines for ethical unpaid internships/Intern's Bill of Rights

- i. Rebecca found some interested College and University Archives Section people at SAA12. Other potential partners: Archival Educators RT, Issues and Advocacy RT, Archives Management RT
 - b. Improving SAA's Mentoring Program
 - i. junior mentors: new archivists could serve as mentors for grad students
 - ii. Membership Committee relations
 - c. SNAP Google Hangouts
 - d. Way to get professional advice anonymously
 - e. SNAP-sponsored podcast
9. SNAP blog (Rebecca/Lisa) - Tabled for a later meeting
- a. Let's start a blog!
 - i. Platform? (Wordpress, Blogspot, etc.)
 - ii. Recurring features

SNAP Online Outreach subcommittee meeting #1

Time: 7 pm EST

Location: Google+ Hangout

Present: Rebecca Goldman, Andrea Boltz, Gloria Gonzalez, Helen Schubert, James Northway, Lisa Huntsha

I. SNAP blog: let's do this!

- a. Platform? (Wordpress, Blogspot, etc.)
- b. Ideas for a few initial posts

II. Relationship to other complimentary blogs

- a. HackLibSchool
 - i. Gloria will send introductory email to Lisa and Rose Chou, HLS editor
 - 1. The retrospective and session reports for conferences (HLS did Chicago SAA: <http://hacklibschool.wordpress.com/2011/09/02/saa11-a-retrospective/>) may be useful to re-apply to the blog, including regional conferences and workshops

III. Regular Blog Features

- a. Proposal crafting using guest posts
- b. Website and current event reviews
- c. Gloria will get input on this topic from SNAPshots staff writers

IV. Relationship with SNAPshots

- a. SNAPshots can be primarily used for content with longer length (academic writing for example, article/book reviews and creative writing)
- b. Gloria and Lisa are responsible for determining best outlet for content
- c. SNAPshots can give SNAPPers the opportunity to “publish” and get comfortable writing for public audiences, also has different meaning on resumes for job-seekers

V. Relationship with Social Media

- a. HootSuite in the works
- b. Goal to have pre-scheduled tweets and posts
- c. Lisa and Helen are responsible for determining when and who posts
 - i. Posting duties can be covered by others periodically when needed
- d. Methods to connect Facebook, Twitter, and Blog for cohesiveness

VI. Blog Name

- a. URL is fixed, will be SNAroundtable.wordpress.com
- b. Blog title TBD
- c. Blog account will be linked to SNAP Gmail account

VII. Other Topics

- a. Post about blog title
- b. Questions for SNAP about preferred venues for particular types of content, and other social media outlets for outreach and promotion
 - i. Pinterest? Not for now...
- c. Page for featuring online archival exhibits and collections
- d. Map view of archival programs
 - i. Better content for website rather than blog, due to fixity
- e. Website contacts for Archivists of Color roundtable
 - i. SAA Directory can be used to look up steering committee and members
- f. Blog design and logo
 - i. Not sure if SNAP can have its own logo
 - ii. Other roundtables may have logos
 - 1. Visual Materials site: <http://archivesinaction.com/VMS/>
 - 2. EAD
 - iii. Rebecca will follow up
- g. Announcement/Reminder about SNAPshots design contest
 - i. Blog and Listserv will be used
 - ii. SAA prefers for all official roundtable communication to go through Listserv

List of Things to Do:

1. Gloria: Email Rose from HackLibSchool, send official SAA logo to Lisa, follow up with Lisa after SNAPshots staff meeting
Rebecca: poll for generally good meeting times, ask SAA about logo (can we have one?)
2. Helen: Set up HootSuite; Send email to listserve re tweeting @ NEA; Send email to listserv re what people would like to see on each existing platform & what other platforms they might like to see; follow up w/ Lisa re who will crosspromote blog on Twitter/Facebook & how (HootSuite vs. Wordpress); look into setting up a LinkedIn group & check w/ Kate Theimer regarding any SAA rules/regulations that would govern it.
3. Lisa: Set up blog on wordpress, put call out to see what name people would like the blog to have Lisa's ideas (sent to Rebecca in August): I would like to propose the implementation of a new SNAP blog. Here, we can read and write posts relevant to new and upcoming archives professionals and interact in a format that we, most likely, are quite familiar with. I would love to serve as the editor and facilitator for maintaining this blog and its content. I have experience blogging and utilizing other social media platforms. I believe a blog is a natural component for a group of our type to have and I have outlined ideas for the blog content below. At start-up, I would also like to put a call out to SNAP members asking what content they would like to see in a blog for our group. Additionally, SNAProundtable.wordpress.com is available (unless there is a better name you all can come up with)!

Proposed Content Ideas:

- + Dear Margaret
 - A "Dear Abby" type column where people can ask questions anonymously to a fictitious Margaret Cross Norton (actually the blog authors(s), of course), who responds via the blog.
- + Ask an Archivist
 - A constantly running question and answer column on the blog that allows members to post a question and more experienced archivists to respond publicly.
- + Graduate School Reviews
 - A series of posts where SNAP members, or guest contributors, help aspiring archives professionals make an informed school decision by reviewing the graduate school they attended. And, for everyone else, it is always interesting to hear others' stories on how they got interested in archives, their education, and where it has led them.

- This series could also include suggestions for continuing education opportunities, or perhaps this could be a separate section/series on the blog.
- This series could be implemented by putting a call out to the list and having SNAP members sign up to submit their post to the SNAP blog editor who will schedule this series of posts.
- + Article, Website or Current Events Reviews
 - Blog editor can post links to articles, website and other content relevant to SNAP members and facilitate a discussion in the comments section.
 - Blog editor would also welcome these types of review submissions from SNAP members on content of their choosing.
- + Meet up Sections
 - Find other archivists in your area and plan meet ups via the blog.
 - Encourage participants of these meet ups to write a little something afterward to inspire other meet ups, and other groups, in the future.
- + Slogan Contest
 - We've all heard "archivists make it last longer." What else can we come up with to promote our profession and show our humorous side? Could SNAP use a tagline? What would it be?
- + Sidebar:
 - Include a sidebar blogroll of other interesting archives blogs to follow.
- + Other potential blog post ideas:
 - What to wear to an interview
 - Job searching techniques
 - Continuing education options
 - How to promote your archives in the community
 - Balancing many roles in one position
 - Providing a meaningful internship experience for your interns
 - Reviews of internship experiences

SNAP Steering Committee 2012-2013 Meeting #5: November 11, 2012

Location: Google+ Hangout

Start at 7:04 EST // End: 7:53 EST

Here: Amanda, Andrea, James, Jeremy, Lisa, Max, Meagan, Melissa, Rebecca

1. Updates and news (to be send to SNAP-CMTE list before meeting)
 - Official SNAP event in NY, Live-tweeting (Rebecca)
2. Follow up on proposals we did not endorse (TABLED for one month to await finalization processes)
3. SC Meeting times. How often? How long?
 - a. SC will meet once every three weeks if possible. Can form meeting ad hoc if have more than 5 attending and there are urgent items to attend to.
4. Formalize idea-->proposal-->project process (Rebecca)
 - a. Draft proposal form:

<https://docs.google.com/document/d/1HqqMuGTFXoC51mRhhaMvVYMyHBHzFuLvbHjNpSaiY/edit>

 - i. These fields would also be the template for blog posts on project ideas--we'd ask project leaders to fill out as much as they could
 - b. We need to follow up with people who suggest ideas on the SNAP list and convince them to submit proposals.
 - c. I'd like to start with the idea of guidelines for ethical internships, which was discussed a few months ago, and will volunteer to be the project leader if I can't find someone else who wants to.

- i. Good for resume building, can help with continuity of ideas, documents our work as an RT, will use word doc
- ii. Consensus to try out as word doc for now, James will make new page on website for project proposal concept
- iii. SC needs to be active in recruiting people for projects, Emails to recruit will come from newarchivistsRT
- iv. Guidelines for ethical internships is one of the first projects to be initiated (RG)
- v. What is the SNAP response to the Resources on Volunteers - look at guidelines for ethical internships, look to collab with other RTs

5. Blog update (Lisa)

- a. Sign up for a day to introduce yourself via the blog, if you'd like.
<https://docs.google.com/document/d/166dtU66irfhSAEESRi0VEfZBoUKZsj2y0W8oddn1Ag/edit>
 - I. A few people have contacted re: writing for the blog
 - II. SNAP can go ahead and design Logo, will send out requests for ideas
 - III. SNAP blog names, email to Lisa
 - IV. Mark Greene post, Jackie Dooley post
- b. Any other ideas for posts? Any volunteers for writing a post?
 - i. Regular contributors?
 - 1. Job and job search advice? Ask a manager style regular posts Pool of "managers/writers" etc, Anonymous Google form for entering questions
Amanda/Liaison coordinator will reach out to Archives Managers RT

6. Ideas for SNAP meeting at SAA13 (Rebecca)

- a. We get 2 hours (had over 100 attendees last year)
- b. Room for networking at end of Annual Meeting
- c. Can use time for updates (projects, officers, etc)
- d. Q and A
- e. RIM/ARMA tie in
- f. Free wifi this year
- g. Still time to decide, need to decide by Feb.

For next time:

SC will be approving By-laws draft and setting up the mechanism for Roundtable membership approval.

SNAP Steering Committee 2012-2013 Meeting #6: December 16, 2012

Location: Google+ Hangout

Time: 7:01 EST

Finished: 7:39 EST

Attendance: Rebecca, Meagen, Melissa, Jeremy

Agenda Items:

1. New Liaison Coordinator
 - a. Process for appointing new LC. Announce early next week. Process open till early January.
2. Regional and local SNAP events (Rebecca)
 - a. SNAPPper Kellie Johnson has asked about holding a SNAP event at CIMA in May. Do we have any guidelines? What resources are available? Blog, twitter, website. Melissa recommends discussing with conference planners, being added to program. People who have had success with local events/groups could contribute to blog with advice. Max will follow up with Lisa on recruiting writers for this series.
3. Project proposal form (Rebecca, James)

- a. Went up this week. Consensus to have a Blog post on the process. RG will talk to Lisa. Will discuss potential ideas with SNAPPers who have shown interest.
- 4. Brainstorming for SAA13 meeting
 - a. Are there any rejected sessions that would be good for our meeting?
 - i. SNAP endorsed session “Stronger Archival Education” accepted as alternate, include in meeting if it doesn’t go as a session?
 - ii. Alternate Paths to Careers in Archives
 - 1. Not as relevant for current students
 - iii. First Year Experiences
 - 1. YouTube channel, a series on first years on the job. Will talk to Social Media Coord. RG will follow up.
 - iv. DAS Program
 - 1. Consensus on DAS as being good for the meeting. SC will follow up.
 - b. Other topics
 - i. Project archivists, and project work in archives in general
 - 1. We have a few more months, time to discuss and suggest new sessions for the meeting. RG will email SNAP RT discussion list for additional input.
- 5. By-Laws (Need SC approval and ratification by 2/3rds membership vote, before August).
 - a. **TABLED** for future meeting.

SNAP Steering Committee 2012-2013 Meeting #7: January 13, 2013

Location: Google+ Hangout

Time: 7:07 EST

Finished: 8:08 EST

Attendance: Meagan, Max, Rebecca, Lisa, Melissa, Helen

Minutes

1. Liaison Coordination - 3 options - Discussion and consensus on candidate
2. Rethinking SNAPshots - Investigate further. Need to ensure no overlap with AA.
 - A. **TABLED** till next meeting.
3. Schedule for Annual Meeting RT meeting (due in February) - Need brief overview.
 - A. First -year experiences, DAS Program (Melissa will f/u with DAS), Networking session, 15-minutes of business, potential Speakers from Membership and/or Programming Committees, potential job advice Q&A, potential panel on project archivists - Put out ideas on Blog and see what membership feedback is.
 - i. newly-submitted idea: Advice from Newly Minted Professionals (reject panel with IMLS HistoryMakers fellows) - Discussed
4. Project idea: first-timer’s guide to the Annual Meeting
 - A. Will send to membership for recruiting.
5. Scheduling and prep for future meetings
 - A. Online Outreach Meetings MAY move to Thursdays. Reminders to be used to get Agenda out beforehand.
6. Bylaws (not urgent, but we can’t ignore it forever!)
 - A. Put Bylaws up for comment after sending RT Annual Meeting details to SAA.
 - B. Also discussed writing about officer positions in SNAP closer to nomination/election period and continuity of group. Will look into having SAA Council candidate statements for the Blog before March elections. RG will start investigating options.

SNAP Steering Committee 2012 - 2013 Meeting #8: February 10, 2013

Location: Google+ Hangout, invites sent by Rebecca

Time: 7 pm EST

Meeting called to order at 7:05 p.m.

1. Finalize list of events for Annual Meeting RT meeting (Rebecca)
 - a. List of events due in February
 - b. Comments on blog:
<http://snaproundtable.wordpress.com/2013/01/18/feedbackneededannualroundtablemeetingschedule/#comments>
 - c. Strong feedback about project archivist panel
 - d. Annual RT Meeting will include: brief intro w/ business remarks, project archivist panel, DAS program info, and lastly a networking session, similar to last year's networking format.
2. Rethinking SNAPshots (Gloria)
 - a. Now that we have a blog, Gloria is interested in making SNAPshots a more scholarly publication:
 - i. In previous Steering Committee meetings we have discussed gearing SNAPshots towards more "indepth" content like book reviews, academic research papers, session/conference reviews
 - ii. Branding SNAPshots as an openaccess, biannually published peer reviewed journal/magazine would provide a useful platform for those who have not published before, or participated in a peer-review system.
 - iii. ALA's New Member Round Table has published a similar project, Endnotes, annually since 2010 available at: <http://www.ala.org/nmrt/oversightgroups/comm/schres>
 - iv. Example (editorial, articles, conference review, news & events) Dlib
 1. Magazine framework:
<http://www.dlib.org/dlib/january13/01contents.html>
 - v. Any downside?
 1. Need to clarify scope and content, aid SNAPPers in deciding which venue to pursue publishing in
 2. Do we need to coordinate with the Publications Committee or other people within SAA who produce publications?
 - a. Need to carve channel of communication with other SAA publications
 - b. Next steps: Gloria will write a blog post on the topic, announcing changes, calling for editors/reviewers, and asking for feedback (if any SNAPPers have started a journal and have advice, or if there are preferences in thematic topics, content, etc.)
3. Set deadline for Officer writeups in preparation for March nominations/elections
 - a. Officer position writeups are due April 1st
4. Dates for upcoming Steering Committee and Online Outreach meetings
 - a. SC and OO will meet every three weeks, approximately
 - b. SC will meet on Sunday evenings OO will meet on Thursday evenings Rebecca will send out date list, send direct feedback on individual date/time conflicts
5. Submission of RT Bylaws for review and approval
 - a. Roundtable submits an action item to the Council for approval of the Roundtable's bylaws; council liaison will assist during the process.
 - i. Example of action item:
http://files.archivists.org/governance/bylaws/bylawsexample_ATART.pdf
 - ii. Due May 1st; SC will aim for April 1st for beginning the final review of bylaws
 - iii. Melissa will share most recent draft of Bylaws with SC
6. Josh Zimmerman (mini-SAA and NWA) has put together a resource for new professionals and students and is looking for a place to host it, or if SNAP has any interest in linking to it as one of our resources. He sent an email to the membership requesting feedback on 1/31. Here's the link to resource:

[https://docs.google.com/document/d/1xl0jrVr_ImIObQDObhD6YYOp3BwqnkXwBkqtR3KXbT4/e
dit?usp=sharing](https://docs.google.com/document/d/1xl0jrVr_ImIObQDObhD6YYOp3BwqnkXwBkqtR3KXbT4/edit?usp=sharing)

- a. Initial feedback positive, tabled for next meeting
- 7. Add questions for the SAA election candidate interviews to this Google Doc.
 - a. Lisa will send questions out to participants early next week.
- 8. Closing comments (Rebecca)
 - a. Efforts in the near future will be focused on organizing SNAP projects, and following through on projects proposed by SNAPPers via the blog

Meeting adjourned at 7:45 p.m.

SNAP Steering Committee 2012-2013 Meeting #10: April 14, 2013

Location: Google+ Hangout Time: 7 pm EST

In attendance: Rebecca Goldman (chair), Lisa Huntsha (blog), Meagan Doyle (SC member), Melissa Gonzales (SC member), Gloria Gonzalez (Snapshots), Rebecca Stephens (Liaison Coordinator), James Northway (website), and Jeremy Floyd (SC member).

Meeting called to order at 7:05 pm EST

- 1. Should SNAP comment on SAA's new strategic priorities?
 - a. Comments are due 4/23! (One week from Tuesday)
 - i. Google Doc format will allow for open commenting
 - ii. Official comments to be crowdsourced through Google Doc; members will be encouraged to submit individual comments as well.
 - iii. To be announced via SNAP Listserv, website and blog.
 - iv. Closed for comments at the end of the day on Friday, April 19th.
 - v. Constructive criticism encouraged (e.g. not just issues, but suggestions)
 - vi. Comments on the SNAP blogpost will not be official.
 - b. Who's doing what: Gloria will post strategic priority Google Doc w/ details, and draft blog post announcement for Lisa to review and post.
- 2. Bylaws (Andrea)
 - a. Edits to open draft:
 - i. Job postings on Listserv is no longer restricted.
 - ii. Voting: Contact Kate Theimer (SNAP council representative) about how to address mid-appointment committee resignations.
 - iii. Communications: Blog Coordinator position will be listed in detail.
 - iv. Officers: Make explicit that the Vice-chair will take the position of Chair in the case of resignation.
 - b. What needs to be done: Deadline to SAA: May 1st; Voting ballots to be sent out by the end of the week, due Saturday April 27th.
 - c. Who's doing what: Andrea will contact Kate, and suggest new wording and details.\
- 3. Election Preparation
 - a. Deadlines: steering committee writeups planned for May 20th/31st.
 - b. What needs to be done:
 - i. Reminder sent out with details.
 - 1. For example, must be SAA member in good standing as of June 30th, member doesn't have to attend annual meeting.
 - ii. position descriptions need to be finalized. Election prep and communications can be done through the blog.
 - c. Who's doing what: Each member can contribute blog posts with a description of what they do and how they're involved (to be posted during the last two weeks of May).
- 4. Annual Meeting Preparation
 - a. Conference will have Wifi, but tech support has not been confirmed yet. We will

not be able to stream the meeting, but members can volunteer to record the meeting and we can post it online.

b. Need to post meeting agenda to microsite ASAP, and then update as we finalize speakers, room assignment, etc. When we find out if we'll get AV support, we can start planning for live-tweeting.

c. Panel on project archivists:

i. Gloria, Meagan, and Rebecca S. can lead organization of this panel.

ii. What (types of) speakers should we get?

1. Project Archivists

2. Grant funders and reviewers

3. Hiring Committee participants for project positions

iii. Possible panelists: James' contacts from NHRPC MPLP grant project

iv. Email to listserv to pool suggestions

d. DAS panel (Melissa)

5. Secretary duties

a. Gloria and other members will cover notetaking duties during meetings for the remainder of the cycle, and Gloria will post to SAA microsite. Rebecca will inquire about required site permissions.

6. Lunch Buddy program

a. Eira Tansey is creating a second annual Lunch Buddy program document.

b. No preconditions are needed for hosting a lunch site, or suggesting additional places to eat.

c. If she wants, Eira can write a blog post about the program.

d. Rebecca will contact Eira with our suggestions.

7. First-timer's guide to the Annual Meeting (Rebecca S).

a. Open for comments and suggestions.

b. Announcement to Listserv to recruit assistance.

c. Project can be broken into smaller sub-topic posts and published as a series, also potential for Archival Outlook article

d. Document available at:

<https://docs.google.com/document/d/1IurhbcAyggVbJNnlgSmJlb8VBgPQVapQC1HKqFzVoYU/edit>

e. Rebecca S. will work with James to get information on Microsite.

8. Future of guided Listserv discussion (Rebecca G).

a. Topic tabled to next meeting

9. Other comments: Snapshots blogpost draft to be posted to blog for Lisa's review ASAP

Meeting adjourned at 8:09 pm EST

SNAP Roundtable Meeting at the SAA Annual Meeting (NOLA)

Date: August 14, 2013

Location: Grand Salon 21/24

Time: 5:15 pm - 7:15 pm

Schedule:

5:15-5:35 - Introductions and Announcements

Welcome from the Chair

Announcement of new Steering Committee members and Council Liaison

Information about upcoming special election

5:35-6:10 - DAS Curriculum and Certificate Panel

Description: 30 minute discussion and question-and-answer session regarding the DAS program. New archivists who are DAS students will share what to expect from the workshops and exams, reasons for

taking the classes and/or pursuing the certification--including job-searches and skills learned, a report on the first-ever cumulative exam, and general thoughts and issues. Both a DAS instructor and administrator will participate by providing background, answering any administrative questions, and sharing their goals and experiences with the DAS program.

Chair: Lauren Goodley, MSIS (2008) -- Texas State University

Speakers:

- 1) Andrea Belair, MLIS (2012) -- Yale University, Office of the President
- 2) Kate Blalack, MLIS, CA -- Woody Guthrie Center
- 3) Jacqueline Esposito -- DAS Instructor, The Pennsylvania State University
- 4) Melissa G. Gonzales, MSLIS (2009), CA -- The University of Texas at Arlington
- 5) Lori Lindberg -- Chair, DAS Subcommittee, San Jose State University

6:10-6:45 - Project Archivists Panel

Description: The discussion will center around (no surprise here) project archivists -- who they are, who hires them, where the funding comes from, and the idea of moving on from project positions to longer term jobs. A SNAP steering committee member will introduce the panel's focus and serve as moderator. After panelists very briefly introduce themselves, we will open up the floor to questions.

Speakers:

- 1) Christie Peterson, Records Management Archivist, [Johns Hopkins University](#) (former serial PA)
- 2) Anita Weber, Vice President and Director of Information Resources Management Services, [History Associates](#) (hiring committee member)
- 3) Jillian Cuellar, [UCLA Special Collections](#) (former serial PA)
- 4) Nancy J. Melley, Director for Technology Initiatives, [NHPRC](#)
- 5) Stephanie Bennett, Project Archivist, [Iowa State University](#) (former assistant to PA)

6:45-7:15 - Networking Session

Group Representatives:

- 1) [Acquisitions and Appraisal Section](#): Laura Uglean Jackson
- 2) [Archivists' Toolkit/Archon Roundtable](#): Sasha Griffin
- 3) [Archivists of Religious Collections Section](#): Anne Thomason
- 4) [Business Archives Section](#): Scott Grimwood & Nicole Thaxton
- 5) [College and University Section](#): Rachel Vagts
- 6) [Dance Heritage Coalition](#): Kat Bell
- 7) [Description Section](#): Kira Dietz & Elizabeth Nielsen
- 8) [Electronic Records Section](#): Nat Wilson
- 9) [Government Affairs Working Group](#): Frank Boles
- 10) [Human Rights Archives Roundtable](#): Jasmine Jones
- 11) [Labor Archives Roundtable](#): Catherine Powell
- 12) [Lone Arrangers Roundtable](#): Michelle Ganz & Christina Zamon
- 13) [Metadata and Digital Object Roundtable](#): Amy Rushing
- 14) [National Digital Stewardship Residency](#): Jefferson Bailey
- 15) [New England Archivists Roundtable for Early Professionals and Students](#): Sofia Becerra-Licha
- 16) [Oral History Section](#): Cecilia Salvatore & Rachel Telford
- 17) [Performing Arts Roundtable](#): Stasia Karel
- 18) [Publications Board](#): Chris Prom
- 19) [Research Libraries Roundtable](#): Christie Peterson
- 20) [SAA Council](#): Jackie Dooley
- 21) [Visual Materials Section](#): David Benjamin
- 22) [Web Archiving Roundtable](#): Trevor Alvord

- 23) [Women Archivists Roundtable](#): Rachael Dreyer & Alexandra Orchard
- 24) [Host Committee & NOLA Info](#): Eira Tansey
- 25) [Records Management Roundtable](#): Brad Houston

Visual Materials Cataloging and Access Roundtable (Liaison: Huth)

Officers:

| | |
|-----------------------------------|---------------------|
| • Amanda Brown (Chair) | 8/17/2012-8/16/2013 |
| • Wendy Pflug (Chair-Elect) | 8/17/2012-8/16/2013 |
| • Geoffrey Huth (Council Liaison) | 8/11/2012-8/15/2015 |

Report from annual meeting:

Number of attendees: 23

Election results: Cathy Martyniak is Chair-Elect

Summary of meeting activities:

The meeting was called to order at 4:00 PM on Friday, August 16, 2013, by Wendy Pflug as Amanda Brown was unable to attend the conference. Mary Alice Harper volunteered to take meeting minutes.

The first half of the meeting was given over to a presentation by George Long, a professional photographer in New Orleans. He spoke about his career, the impact of Katrina, the value of images, coping with loss prevention of original photographs by those affected by Katrina, and digital loss prevention and archiving of his own materials. He spoke about what hardware and software he uses (he prefers Adobe Photoshop Lightroom), the importance of timely upgrades to newer safer media, and the need for photographers to have a plan for their archive after their death. He also addressed his recognition of the importance and use of metadata and standardized vocabulary citing his go-to sources for both.

- www.controlledvocabulary.com
- The DAM book: Digital Asset Management for Photographers, by Peter Krogh
- ASMP (American Society of Media Photographers) guidelines, including those for metadata (<http://www.dpbestflow.org/metadata>)

Following his presentation he took time to respond to many questions from the audience on topics including: the percentage of photographs for which he's entered metadata (30-40%), which version(s) of a digital photograph he preserves, and what he is doing about digitizing his old 35mm slides.

The second half of the meeting focused on general announcements and SAA business. Following the announcements, a call went out for nominees for the incoming Chair. As in years past, hesitancy to join the leadership continues to be a problem. Eventually Cathy Martyniak volunteered and was subsequently elected.

Roundtable participants were then asked what they want from the roundtable and why/if they found the roundtable useful. Discussion then ensued on two main topics:

Standards -- One member said what she likes about the meetings are the discussions of what is current and what is changing. She would like this always addressed at the meetings. The consensus was that the VMCAR should serve as a place for discussing current standards and practices. Laurie Baty suggested it would be beneficial for a representative from the Library of Congress to address the changes in making the shift from Graphic Materials to DCRM(G). Brett Carnell then spoke about the change, promoted the changeover, and announced that the final version of DCRM(G) will appear this fall. He also said that DCRM(G) will become a part of Archivist Toolkit.

Description -- Laura Saegert, spoke to the need for a means to describe image archives. She was also interested in moving metadata contained in legacy databases to MARC fields. A number of members

said that member James Eason, who was unable to attend this year's meeting, was the best person to address this. Mary Alice Harper spoke to her frustration that recent graduates of information science programs do not know how to catalog images at a very general level, let alone a detailed level. Laurie Baty then suggested that several members of the roundtable should recommend a workshop at next year's SAA meeting.

At the close of the meeting, Wendy Pflug, Laurie Baty, Miriam Meislik, Mary Alice Harper, and Cathy Martyniak agreed to form a working group to develop and submit a workshop proposal this fall.

Completed projects/ activities: This year, by-laws were drafted, approved by members of the roundtable and by council. At last year's annual meeting in San Diego, the membership indicated that they would like a future roundtable meeting to feature a non-archivist guest speaker, namely a professional photographer, to speak about digital preservation practices from the field. The chair and chair-elect reached out to George Long, past president of New Orleans Photo Alliance, and invited him to speak to the roundtable about his own personal digital preservation practices.

Ongoing projects/activities: Nothing to report at this time.

New Projects/activities: Laurie Baty, Miriam Meislik, Mary Alice Harper, Cathy Martyniak, and Wendy Pflug formed a working group to write and submit a proposal for a pre-conference workshop on cataloging visual materials.

Strategic Priority- Technology initiatives: The roundtable moved to online voting and members voted to approve the by-laws as presented.

Strategic Priority- Diversity initiatives: Nothing to report at this time.

Strategic Priority- Advocacy/ Public Awareness initiatives: Nothing to report at this time.

Questions/ concerns for Council attention: Nothing at this time.

Respectfully submitted by Wendy Pflug, Chair. Mary Alice Harper wrote the summary of meeting activities.

Web Archiving Roundtable (Liaison: Light)

Officers:

Chair: Tessa Fallon

Vice Chair: Trevor Alvord

Social Media Coordinator: John Bence

Website Liaison: Benn Joseph

Education Coordinator

Report from annual meeting:

Number of attendees: 63-72 (est)

Election results:

Chair: Tessa Fallon

Vice Chair: Trevor Alvord

Social Media Coordinator: John Bence

Website Liaison: Benn Joseph

Education Coordinator

Summary of meeting activities: <http://webarchivingrt.wordpress.com/2013/09/05/minutes-from-web-archiving-roundtable-meeting-at-saa/>

Completed projects/activities: Formation of roundtable

Ongoing projects/activities: [none submitted]

New projects/activities:

Blog

Twitter Account

Online education series (investigating)

Weekly news roundup (starting Jan 2014)

Endorsement of SAA 2014 proposals

US web archiving projects directory

2010-2013 Strategic Priority – Technology Initiatives: n/a

2010-2013 Strategic Priority – Diversity Initiatives: n/a

2010-2013 Strategic Priority – Advocacy/Public Awareness Initiatives: n/a

Initiatives associated with the new 2013-2018 Strategic Plan: TBD -- the roundtable was formally approved in May 2013, and officers elected in August 2013.

Questions/concerns for Council attention: [none submitted]

Women Archivists Roundtable (Liaison: Baxter)

Officers:

- Co-Chairs:
 - Rachael Dreyer, rdreyer@uwyo.edu
 - Alexandra Orchard, alexandra@wayne.edu
- Steering Committee Members:
 - Bethany Anderson, bgandrsn@gmail.com
 - Maija Anderson, andermai@ohsu.edu
 - Heather Dean, heather.dean@yale.edu
 - Christine Anne George, cgeorge3@buffalo.edu
 - Helen Kim, helen.a.kim@gmail.com
 - Elizabeth Myers, emyers@wayne.edu
 - Mona Vance, mvance@loumdes.lib.ms.us

Report from annual meeting:

- Number of attendees: 30 recorded names—although several known attendees did not sign in; actual attendance that was counted was approximately 40.
- **Election results**
- The following officers were elected
 - Alexandra Orchard, Co-Chair

- Bethany Anderson, Steering Committee Member
 - Heather Dean, Steering Committee Member
 - Christine Anne George, Steering Committee Member
 - Helen Kim, Steering Committee Member
 - Elizabeth Myers, Steering Committee Member
- **Summary of meeting activities:**
 - Joint meeting with the Science, Technology, and Health Care Roundtable. The joint program featured a panel of three speakers, each focusing on a different aspect of women, science, and archives.
 - Jennifer Head, the first professional archivist for the Sisters of Charity of the Blessed Virgin Mary (commonly known as the BVMs) in October 2012 spoke on the topic of "Pioneering Women Religious in the Sciences," with a focus on seven women religious from different communities who were influential in various fields of science, but are relatively unknown.
 - Dr. Rachel Ivie, Associate Director of the Statistical Research Center (SRC) at the American Institute of Physics (AIP), studied careers of physicists, particularly the careers of women in physics. She has designed and carried out numerous studies, from the impact of institutional tenure and promotion practices on male and female faculty, to a global survey of physicists. Her portion of the panel addressed the achievement gap between men and women in the field of physics, and discussed the correlating causes for this.
 - Tanya Zanish-Belcher, currently the Director of Special Collections and University Archivist for Wake Forest University in Winston-Salem, North Carolina, discussing the importance and the unique perspectives surrounding the acquisition of personal papers of women science professionals. She has written and spoken extensively about women in science and engineering, and women's archives, in general; her panel presentation provided an anchoring voice to the overall program.
 - WAR Business meeting: Please see attached minutes.

Completed projects/activities:

- Navigator Program
- Membership Survey: Collected demographics and interests from members, used to determine the following areas for initiatives during the 2013-2014 year:
 - Women and leadership
 - Salary equity
 - Career advancement
 - Mentoring and internships
 - Work-life balance

Ongoing projects/activities: Translate results of Membership Survey into actionable initiatives.

New projects/activities:

- Social Media:
 - WAR Twitter Account: @WomenArchivists
 - WAR Facebook page: <https://www.facebook.com/WARchivists>
- WAR Blog: <http://womenarchivistsroundtable.wordpress.com/>
- Online book discussions
- Childcare Grant

2010-2013 Strategic Priority – Technology Initiatives:

- Enhance WAR's online presence through social media tools:
 - Facebook (<https://www.facebook.com/WARchivists>)--established September 2013
 - Twitter (@WomenArchivists)--established September 2013
 - Women Archivists Roundtable blog (<http://womenarchivistsroundtable.wordpress.com/>)--established October 2013
- Creation and use of the WAR Wiki: The wiki will help to organize the projects and tasks involved in meeting WAR's 2013-2014 goals.

2010-2013 Strategic Priority – Diversity Initiatives:

- Childcare grant: Through the creation and successful administration of a childcare grant, WAR hopes to diversify who is able to attend the annual meeting. This initiative is still in the developmental stages, but WAR hopes to have something in place by August of 2014.
- Social Media: Through a more active social media presence, WAR aims to engage a more diverse range of SAA members in leadership and professional development activities.

2010-2013 Strategic Priority – Advocacy/Public Awareness Initiatives:

- Childcare grant: Through creation of a childcare grant, WAR advocates and makes the public aware for the need of childcare during events like the SAA annual meeting, ensuring archivists with childcare needs are able to participate.
- WAR Twitter, Facebook, and blog: The use of these social media and outreach tools enables WAR to spread awareness of and advocate for archives and women archivists.

Initiatives associated with the new 2013-2018 Strategic Plan:

- SAA Session Endorsements: The two sessions for SAA 2014 endorsed by WAR embrace several key performance indicators found in the strategic plan:
 - “Laboring for Access: Rearing Records in Labor Archives,” proposed by Alexandra Orchard: As women increasingly assume archival stewardship of labor union collections, how does gender, particularly their arguably underprivileged status as women, influence record accessibility? Topics include: (1) the delicate balance of access to scant documented labor women within male dominated collections, (2) the question of a “female gaze” creating a heterogeneous process that impacts access, (3) and specific examples of how gender – subvertly or overtly- factors into archives methodologies of processing, description, digital technology, and outreach.
 - This endorsed proposal falls within the following goals of SAA’s Strategic Plan:
 - Goal 1: Advocating for archivists and archives
 - Goal 2: Enhancing professional growth
 - Goal 3: Advancing the field
 - Goal 4: Meeting members’ needs
 - This endorsed proposal addresses the following WAR 2013-2014 initiative areas:
 - Women and leadership
 - Women and technology
 - Outreach and advocacy
 - “Lean In: Archival Management and the Gender Dynamics of Leadership,” proposed by Elizabeth Meyers: This panel will provide the unique perspectives of women managers from academic, non-profit organization, government, and public archives. The panel will begin by framing the status of women in the profession, with a special focus on women in management positions. Each panelist will then offer concrete examples of how she negotiates gender and leadership, including issues of mentoring, communication, life-work balance, advancement, salary negotiation, and of course, learning to “lean in” to the archival profession.
 - This endorsed proposal falls within the following goals of SAA’s Strategic Plan:

- Goal 1: Advocating for archivists and archives
 - Goal 2: Enhancing professional growth
 - Goal 3: Advancing the field
 - Goal 4: Meeting members' needs
- This endorsed proposal addresses the following WAR 2013-2014 initiative areas:
 - Women and leadership
 - Salary equity
 - Career advancement
 - Mentoring and internships
 - Work-life balance
- Social Media Initiatives: these address the following goals within SAA's Strategic Plan:
 - Goal 1: Advocating for archivists and archives
 - Goal 2: Enhancing professional growth
 - Goal 3: Advancing the field
 - Goal 4: Meeting members' needs
- This contributes to the following WAR 2013-2014 initiative areas:
 - Women and leadership
 - Salary equity
 - Career advancement
 - Mentoring and internships
 - Work-life balance
- WAR Blog Initiative: addresses the following goals within SAA's Strategic Plan:
 - Goal 1: Advocating for archivists and archives
 - Goal 2: Enhancing professional growth
 - Goal 4: Meeting members' needs
- This contributes to the following WAR 2013-2014 initiative areas:
 - Women and leadership
 - Salary equity
 - Career advancement
 - Mentoring and internships
 - Work-life balance
- Online book discussion Initiatives: these address the following goals within SAA's Strategic Plan:
 - Goal 1: Advocating for archivists and archives
 - Goal 2: Enhancing professional growth
 - Goal 4: Meeting members' needs
- This contributes to the following WAR 2013-2014 initiative areas:
 - Women and leadership
 - Salary equity
 - Career advancement
 - Mentoring and internships
 - Work-life balance
- Childcare Grant Initiative: addresses the following goals within SAA's Strategic Plan:
 - Goal 1: Advocating for archivists and archives
 - Goal 2: Enhancing professional growth
 - Goal 3: Advancing the field
 - Goal 4: Meeting members' needs
- This contributes to the following WAR 2013-2014 initiative areas:
 - Women and leadership
 - Career advancement
 - Mentoring and internships

- Work-life balance

Questions/concerns for Council attention: The Women Archivists Roundtable would be very interested to learn what types of assistance might be available as we enter the planning stages of our childcare grant proposal.

Women Archivists Roundtable 2013 Business Meeting
Friday, August 16, 2013, 4:30PM-5:30PM
Minutes

Present: Rachael Dreyer, Helen Kim, Maija Anderson, Beth Myers, Alexandra Orchard, Christine Anne George, Bethany Anderson

1. Welcome and agenda outline

Maija began the meeting and read through the meeting agenda. Attendees briefly introduced themselves.

2. Introductions of newly elected leadership

Maija presented the results of the WAR 2013 election which consisted of a new co-chair (Alexandra Orchard) and five new steering committee members (Bethany Anderson, Heather Dean, Christine Anne George, Helen Kim, and Beth Myers).

3. Review of WAR activities in 2012-2013

a. Navigator Program:

Feedback on the Navigator Program should be sent to Christina.

b. Results of survey to identify new directions for WAR

Maija and Rachael received numerous survey responses. The survey identified five top areas of interest among WAR's membership: women in leadership, salary equity, career advancement, mentoring and internships, and work-life balance. This information will guide WAR's initiatives and activities for the upcoming year.

4. Introduction of Alexandra Orchard and discussion of mentoring

Maija introduced WAR's new co-chair, Alexandra Orchard. Alexandra began the mentoring discussion by sharing her experiences as a mentee. The group discussion generated ideas such as creating mentor pairing through speed dating, devising a WAR mentoring program similar to "Big Sisters," and including services like a blind peer review as part of a mentoring program.

5. Small group discussions - topics from survey results (10-15 minutes)

Members did not break off into separate discussion sections given the small size of the overall group. The discussion focused on advocacy and public awareness of, and membership involvement in the WAR roundtable. Ideas discussed included creating a blog and using social media (facebook, twitter). There was unanimous consensus that these initiatives should be implemented. Blog content could include: a forum to discuss leadership concerns, creating a bank of experts to discuss a variety of issues/answer questions put forth by the membership, an archival advice column (Aunty Archivist), publishing, and asking mid-career archivists to discuss their experiences - perhaps via interview/questions. Additionally, the blog can serve as a space to promote WAR members who are giving talks.

6. Wrap-up

The group discussed potential ideas/topics for the 2014 meeting. Several goals for the next meeting were also identified: doubling attendance from seven to 14, bringing in newer archivists, and re-engaging archivists who used to be a part of WAR.

Women's Collections Roundtable (Liaison: McCrea/Mangiafico)

Officers:

- Alexandra Krensky, Co-Chair, 2012-2013

- Elizabeth Novara, Co-Chair, 2012-2013
- Tali Beesley, Co-Vice Chair, 2012-2013
- Helice Koffler, Co-Vice Chair, 2012-2013

Report from annual meeting:

- Number of attendees: 28
- Election results:
Stephanie Bayless, Vice Co-Chair
Leslie Fields, Vice Co-Chair
Bylaws passed unanimously.
- Summary of meeting activities: See attached meeting minutes. Minutes are also posted online at: <http://www2.archivists.org/groups/womens-collections-roundtable/meeting-minutes-august-16-2013-new-orleans-la>

Completed projects/activities:

- Election of Vice Chairs 2013.
- Writing and adoption of roundtable bylaws.
- Planning Women's Archive Symposium at Tulane in conjunction with 2013 annual meeting; planning program for business meeting at 2013 annual meeting.
- Creating WCRT Facebook page.

Ongoing projects/activities:

- Continuing to update the WCRT website, blog, and Facebook page with new information about women's collections.
- Continuing to solicit blog stories and news from the WCRT membership.
- Continuing to keep members up-to-date with WCRT news through the WCRT listserv.
- Continuing to add content to bibliography of scholarly articles on women's collections on WCRT website.

New projects/activities:

- Endorsed one session to the Program Committee for the 2014 SAA annual meeting: "Editathon: You Have One Hour to Increase Access to Archival Science Info on Wikipedia...Go!" co-chaired by Sara Snyder and Dominic McDevitt-Parks.
- Began planning for the 2013 annual business meeting in Washington, DC.

2010-2013 Strategic Priority – Technology Initiatives:

- Continuing to investigate additional social media outlets (LinkedIn, Twitter) to create more active discussions among the membership.

2010-2013 Strategic Priority – Diversity Initiatives:

- Investigating possibility of an activity/web campaign on the blog or other social media for Women's History Month (March 2014).
- Investigating possibility of collaborating with another roundtable at the 2014 meeting.

2010-2013 Strategic Priority – Advocacy/Public Awareness Initiatives: WCRT blog and other social media.

Initiatives associated with the new 2013-2018 Strategic Plan: [none submitted]

Questions/concerns for Council attention: [none submitted]