

I&A Steering Committee  
2015 December 09  
Conference Call

**Last Meeting Follow-up:**

- 1) Blog (Christine). One “Steering Share” blog post (each one introducing a steering committee member) will be published every two weeks. We have a schedule, and two posts are ready.
- 2) Website (Laurel). October conference call minutes are ready to be posted.
- 3) Illinois Museums issue (Wendy). SAA is discussing next steps with the Midwest Archives Conference (MAC).
- 4) Possible Models of Practice (I&A Research Teams; I&A Polls). Wendy provided our draft of the Research Team model to SAA leadership.

**New Business:**

A. I&A Research Team Pilot

- 1) Discussion of five draft documents:
  - a) Definitions and Missions for the “Legislators,” “Key Archives Topics,” and “News Monitoring and Awareness” teams
  - b) Template for creating Research Posts
  - c) Sign Up procedure for Research Team Leaders (steering committee members)
  - d) Sign Up procedure for I&A Roundtable members
  - e) Roster for listing leaders and members of each Research Team
- 2) Initial thoughts: specify a time commitment such as 3-5 hours per month; perhaps limit each volunteer to signing up for only one team; a statement of interest is probably not needed for the pilot.

B. I&A Advocacy process and procedures (how I&A members can report and/or request help with an advocacy issue)

- 1) Discussion of two draft documents: “Advocacy Protocol” (Roundtable procedures) and “Advocacy Overview Template” (for I&A members reporting or seeking help with issues).
- 2) Our protocol is modeled on procedures of the Regional Archival Associations Consortium (RAAC).

C. I&A Wordpress site

- 1) Site will launch the first week of January 2016 and start with one post a week. [It launched: see <https://issuesandadvocacy.wordpress.com/>] This site is more user friendly for members posting blogs; it includes the official version of the Advocacy Toolkit; and it links to the SAA hosted microsite which contains official roundtable organizational documents (bylaws, minutes, etc.).
- 2) The blog schedule for the first several months is mapped out; content will include “Archivists on the Issues” as well as the “Steering Shares” posts (see above).

D. I&A Polls were discussed: Should we ask members which issues interest them? Or respond to breaking issues? Or both? Should polls be casual or widely distributed? Discuss further in January.