

Publications Board Meeting - March 2012

To-Do list as of 07/17/12

No.	To-Do Item	Assigned to	Due Date	Status	Updated By	Date
1	Look through current product line to find DACS, EAD case studies and other content embedded in material for use in a prospective webinar. Look at books such as <i>The Ethical Archivist</i> , <i>Ethics and the Archival Profession</i> , <i>Many Happy Returns</i> , <i>The Lone Arranger</i> for case studies that could be used in a webinar. Analyze readings used by workshop/webinar instructors.	Brinati, Wosh, DeSutter				
2	Connect the Diversity Committee chair (Bergis Jules) with <i>The Diversity Reader</i> editors (Mary Caldera and Kathi Neal) so that they can together explore how the reader can be brought to fruition. Convene a conference call to discuss options.	Brinati, Wosh	Mar-12	Email sent to Bergis Jules, Mary Caldera, and Kathryn Neal in March. Bergis to convene call with Caldera and Neal.	Brinati	5/31/2012
3	Follow up with Vice President regarding status of Glossary Committee	Frusciano		VP Dooley has issued a call for volunteers to serve on the Glossary Committee (deadline to apply is 7-27-12).	Frusciano	7/16/2012
4	As an experiment, bid out Karen Benedict's <i>Ethics and the Archival Profession</i> book to vendors to determine what it would cost to convert to an e-pub file (this could be a good way to estimate how much it would cost to convert AFS to an ebook since the modules would be approximately the same length).	Brinati, Hartman	Jul-12	<i>I, Digital</i> was submitted in place of <i>Ethics and the Archival Profession</i> to Laser Words/SPi Global. Other prospective vendors under investigation are BiblioVault and Ebook Architects.	Brinati	5/31/2012
5	Explore licensing agreements with institutions for ebooks	Brinati, Hartman				
6	Explore options for a preservation module	Shallcross		Helen Tibbo and Nancy McGovern have indicated that they will be submitting by August an outline for the first preservation module. Shallcross and Greg Hunter would serve as the editors.	Brinati	7/16/2012
7	Explore options for an appraisal module	Sly				

8	Develop promotion for regionals who have lots of lone arrangers who aren't members of SAA	Brinati, Hartman	May-12	In March Brinati and Hartman worked with "The Lone Arranger" author Christina Zamon to develop a promotion for her book and identified 25 regionals with spring and fall meetings. A general announcement ran in "In the Loop" and an invitation was sent via email to each of the 25 regionals. The offer was for regionals to buy the book at a discount and use "ambassadors" to sell onsite at their meeting OR to distribute a flyer that would allow attendees to purchase the book from the SAA bookstore at a discount. Eight regionals took us up on the offer to distribute the flyer. Inviting regionals to buy the books upfront then sell them at their meeting proved problematic for most due to their tax status. One regional -- NEA -- did buy at a discount and resell "Lone Arranger" books onsite -- 40 of them!!! But that effort was championed by the book's author who is a member of NEA and did a book signing during the meeting.	Brinati	5/31/2012
9	Create a list of organizations that SAA could target to send <i>Using Archives</i> . Contact CoSA Executive Director Vicky Walch for list.	Wosh, Brinati, Hartman	May-12	In May, made direct appeals to executive directors at AHA, OAH and NCPH; several genealogy groups (with Tawny's assistance); AASLH (the author prepared a brief piece for their publication); and sent a press release to a dozen regionals.	Hartman	5/31/2012
10	Dig into GoogleAnalytics to determine who is looking at <i>Using Archives</i> online.	Brinati, Hartman		in progress		
11	Get in touch with Kathleen Roe about <i>Documenting Disasters</i> to determine if there's content that could be turned into journal article(s). Also contact Terry Baxter regarding <i>Green Archives</i> to determine if there is potential for journal article(s).	Hunter				
12	Analyze <i>Managing Archival and Manuscript Repositories</i> to determine if content could be modularized; set up call with the author, Michael Kurtz.	Wosh, Sly				
13	Coordinate to arrange the production schedule for a pilot sampler covering laws and ethics. Contact the authors as a courtesy about the sampler concept (Danielson, Rowe-Sims, Behrnd-Klodt)	Mix, Brinati	Jun-12	Permission received for all 3 chapters. Mix has written the introduction. Production has commenced.	Brinati	7/16/2012

14	Once in sampler is in production, publicize with special attention to Archival Educators listserv.	Hartman				
15	Contact proposers regarding decision on <i>Instructional Exercises: The Surrogate Is Not Enough</i>	Wosh	Mar-12	DONE		
16	Contact proposers regarding expanding focus of <i>Effective Processing</i>	Wosh	Mar-12	DONE		
17	Send request to Manuscript Repositories Section chairs--Elizabeth Roke (Emory) and Christopher Burns (Vermont)--and invite section to prepare update.	Wosh	May-12	DONE.		
18	Continue to look into shipping rates to determine if they can be lowered at all	Brinati, Hartman	ongoing	In March, Brinati and Hartman had a conference call with DMS, the warehouse for SAA's physical inventory.		
19	Update policy, revise schedule, and revise job description for Publications Editor position	Brinati, Wosh, Frusciano	July	Policy, schedule and position description revised in May. Position announcement to be disseminated beginning in June.	Brinati	5/31/2012
20	Submit revised policy, schedule, and position description to Council for review and approval	Frusciano	July	Frusciano to submit revised policy for Council consideration this summer.		
21	Publicize Publications Editor position.	Brinati, Hartman	June	DONE.	Brinati	7/16/2012
22	Look at ARMA's book <i>Generally Acceptable Record-Keeping Practices</i> as a model for a "big-ticket" item	all	August	ARMA's GARP® is available free online at www.arma.org/garp	Brinati	7/27/2012
23	Set up a conference call with the DAS Task Force (Geoff Huth, Helen Tibbo, and Laurie Linberg) to explain what the Pubs Board would like to do and see if they have any suggestions on who the author of this big-ticket item could be and how the book could be approached.	Brinati, Wosh				
24	Have an online discussion about Publications Board subcommittees, set up and define subcommittees, and volunteer for them.	all	August	This discussion will take place during August board meeting.	Wosh	7/16/2012
25	Draft a role description of the shepherd and share with Publications Board.	Brinati				
26	Add "may ask for chapters " to the <i>Guidelines for Publishing with SAA</i>	Brinati	March	DONE		