

Publications Board Meeting: August 2012		as of 01/07/2013		
No.	To-Do Item	Assigned to	Due Date	Status
1	Send documentation related to the project <i>Management of Local Government Archives</i> (by Slate and Minchew) to Milano, who will act as the shepherd for this project.	Brinati	2012 Aug	Done.
2	Send documentation related to the project <i>Archives for Librarians</i> (by Bastian, Webber, and Sniffin-Marinoff) to Oestreicher, who will act as the shepherd for this project.	Brinati	2012 Aug	Done.
3	Complete a citation analysis of SAA titles to identify titles that have had significant impact.	Riley	2012 Nov	Completed. Report added to Jan. 2013 meeting agenda
4	Investigate whether it would be worth the cost to offer <i>American Archival Studies</i> in its entirety as an e-publication. Also determine if the introduction should be reworked and find new life on its own.	All		Small press run (100 copies) completed in October 2012. Feedback still needed regarding intro. If electronic format is the future for this book, then we will need to pursue permissions for 8 of the articles reprinted from <i>Archival Issues</i> , <i>Archivaria</i> , and <i>Archives and Museum Informatics</i> .
5	Brinati: Send list of review outlets to the Board for evaluation; Board: Send any suggestions for additions to Brinati.	Brinati, All	2012 Aug	Distributed via Pubs list August 17
6	Look at percentage of outlets that are giving SAA titles reviews. Determine if any outlets can be eliminated from the list.	Brinati		Reviews from various outlets distributed via Pubs list as available.
7	Contact Jeanne Drewes to let her know SAA is interested in the opportunity to co-publish a book on disaster planning with the American Library Association, and get more information about the process. Assign someone from the Publications Board to work with the author on the project to ensure there will be crossover appeal.	Wosh, Brinati	2012 Sep	Cheryl Oestreicher assigned as liaison.
8	Contact Redwine to let her know SAA is interested in her proposal to offer a b-dacqs resource at no cost to readers. Ask her to submit content when available so the project can go through SAA's traditional editorial review process.	Wosh	2012 Aug	Redwine contacted. Content submitted for consideration at January 2013 meeting (see "Born Digital" under proposals on agenda)

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9	Review contract for <i>The Interactive Archivist</i> to determine if it indicates who can decide when the content will be taken off the website, how much notice needs to be given, etc.	Brinati	2012 Sep	Contract states: "The Editors agree to have the Work available for the site by 12 July 2009. The Work shall be subject to approval by the SAA Publications Board. SAA will have the right to edit the Work, in consultation with the Editors." Contract does not address removal of content from website.
10	Look into Mellon funding for white papers (the b-dacqs ["Born Digital"] project could potentially be published as a white paper).	Riley		Ongoing
11	Begin planning to organize a joint meeting of Publications Board and Fundamental Change Working Group in the winter of 2013.	Brinati, Hartman	2012 Aug	Done.
12	Contact Tibbo and find out when the Publications Board can anticipate receiving the outline of the Digital Preservation Module.	Wosh	2012 Sep	Tibbo contacted and proposal submitted. Will be added to discussion mix at joint Pubs Bd-Fundamental Change Work Group meeting on Jan 15-16.
13	Brinati: Find list of RFP topics from previous minutes and distribute to Publications Board to determine if any topics stick out as potential topics to pursue.	Brinati, All	2012 Aug	Distributed via Pubs list Aug 17
14	To gather further marketing data, develop a brief survey for buyers after they've purchased a book through SAA.	Brinati, Hartman		Hope to do by spring 2013
15	Look into shipping and handling costs with current vendor. Determine if cost to customer can be reduced.	Brinati		These expenses are monitored on a monthly basis by Finance Director and Dir of Pub. The goal is for revenues to keep pace with expenses.
16	Change the featured items on the bookstore periodically to showcase a better variety of books.	Brinati, Hartman		Ongoing
17	Scope out potential ad exchange opportunities.	Brinati, Hartman		In progress