

**Society of American Archivists
Publications Board Meeting
Chicago
Wednesday, August 24, 2011**

MINUTES

In attendance: Peter Wosh (chair), Margaret Fraser (incoming student intern), Thomas Frusciano (Council liaison), Geoff Huth, Jennifer McDaid, Nicole Milano (outgoing student intern), Michael Shallcross, Margery Sly, Deborah Wythe, and SAA staff members Teresa Brinati, and Jenny Schooley.

Unable to attend: Joan Krizack, Tawny Nelb, Tywana Whorley, and Joseph Turrini.

Peter Wosh announced that Joan Krizack and Deborah Wythe will be completing their terms and transitioning off of the Board. Both have made outstanding contributions to the success of the publications program and were presented with tokens of our appreciation. Michael Shallcross (University of Michigan) and Joseph Turrini (Wayne State University) will replace them. Margaret Fraser will replace Nicole Milano as the Publications Board intern.

Council Overview. Tom Frusciano presented an overview of recent SAA Council activity. Council has approved the establishment of an Annual Meeting Task Force, which will look at the current model of the Annual Meeting, as well as issues concerning social responsibility. Council also approved establishment of a Glossary Task Force, as recommended by the Publications Board. This will eventually become a technical subgroup under the Standards Board. The SAA vice president will name a chair to head this group, while Geoff Huth will serve as the publications board representative to the body. Glossary. SAA also plans to launch a membership needs/satisfaction survey this fall. This survey should include information concerning e-publications, as well as our print program, and the board should brainstorm about the information that we need on this survey.

ACTION ITEM 1: Teresa Brinati will obtain information on the parameters and extent of the survey and work with Council liaison Tom Frusciano to represent publishing program interests.

SAA has also moved forward with the Digital Archives Specialist Certificate. The first courses will be offered this Fall at the New England Archivists Conference. This generated considerable discussion on the Pubs Board concerning ways in which our publications program might support the certificate program and how we might develop products that could be used as part of this instruction.

ACTION ITEM 2: Peter Wosh should initiate contact with the standards and publications board in order to determine ways in which these groups might more effectively work together.

SAA also recently launched Phase II of its website development program. The Glossary will be available in Drupal once quality control testing is completed. Drupal modifications, however, have placed a considerable strain on the SAA budget and it will be financially difficult to make additional changes.

Although powered by SAA's association management software system and NOT Drupal, considerable discussion ensued about the online bookstore. Specifically, Board members wished to modify the entripage and make it more user-friendly, eliminate the question concerning native country, and avoid the current necessity of logging in twice.

ACTION ITEM 3: Teresa Brinati will work with Brian Doyle to improve point of entry, to look at Google Analytics and see how long people are browsing the Bookstore, as well as other useful data.

ACTION ITEM 4: Jennifer McDaid agreed to spearhead an online discussion for ideas on improving the web interface.

ACTION ITEM 5: Publications Board agreed to analyze the "related titles" function.

Finally, Greg Hunter has been named as the new Editor of the *American Archivist*, replacing Mary Jo Pugh, whose term will end in December.

Publication Director's Report. Considerable discussion occurred over the budget situation. The Publications Fund has been depleted and currently there is no money to develop new products. This means that we have not been able to issue RFPs, as recommended at the mid-winter meeting. The funding situation is dire, and will handicap the program if Council is not able to provide funds for the program. This situation makes it even more imperative that we focus on the Archival Fundamentals Series, our traditional best-sellers, and be highly focused and strategic concerning other volumes. We also need to start experimenting more aggressively with e-publications. The Board discussed products that might be easily converted to e-products as PDF files, and also agreed that e-products should be sold at the same price as print.

ACTION ITEM 6: Teresa Brinati will investigate ways to sell Cal Lee's *I, Digital* book, as well as our two Standards volumes (*DACS* and the facilities manual prepared by Michele Pacifico and Thomas Wilsted) by December.

ACTION ITEM 7: Teresa Brinati will investigate e-brary as a possible vendor.

The Pubs Board next discussed the future of our Fundamental Change project. Our grant proposal to the National Historical Publications and Records Commission was not funded. It was determined that the best way to move forward with a scaled-down version of the project would be to form a joint committee composed of members drawn from the Publications Board and the *American Archivist* Editorial Board. Archival educators also need to be heavily involved in the project, given the importance of these products for archival education.

ACTION ITEM 8: Peter Wosh will meet with outgoing President Helen Tibbo (who has expressed interest in this project) and Teresa Brinati to develop a plan for moving forward.

We then moved into a discussion of the status of past projects and current publications. Some highlights and outcomes of that discussion include the following:

ACTION ITEM 10: Thomas Frusciano agreed to speak with Dennis Meissner about the status of Encoded Archival Context and the possibility of any publication arising from that endeavor.

ACTION ITEM 11: Teresa Brinati will update the SAA Bookstore page with marketing copy, review blurbs, and images from our various publications.

ACTION ITEM 12: Lisa Mix agreed to continue serving as liaison for the Exhibits book by Jessica Lacher-Feldman. Peter Wosh will inform Jessica and Lisa will reach out to her in September. Jessica hopes to have a new manuscript incorporating editors' comments by December.

After considerable exploration, we have determined that there is no opportunity or possibility of partnering with the Australian Society of Archivists concerning Michael Piggott's proposed reader.

ACTION ITEM 13: Peter Wosh will contact Michael Piggott and inform him that we unfortunately cannot move forward with this project owing to budgetary restrictions.

ACTION ITEM 14: Peter Wosh will follow-up with Dennis Meissner on status of the Effective Processing book that he is working on with Mark Greene.

Peter Wosh has been in touch with Anne Gilliland, who hopes to have her *Archives in the Digital Age* manuscript ready by September.

Jeannette Bastian has reported that the *Archives for Libraries* project is moving along and that Megan Sniffin-Marinoff has been added to the editorial team, joining Jeannette and Donna Weber.

ACTION ITEM 15: Margery Sly agreed keep the Cultural Property Working Group on her radar screen to determine whether there are any potential intersections with the work of the Publications Board.

The e-publication on *Using Archives* is near completion and should be launched shortly on the SAA website. Field testing was very successful.

Geoff Huth will continue working with Terry Baxter on his *Green Archives* book.

The proposed *Faith in Archives* reader has not made much progress conceptually, and will require more extensive discussion between the editors and the publications director.

ACTION ITEM 15: Peter Wosh and Teresa Brinati will have a conference call with Elizabeth Slomba and Pam Hackbert-Dean in order to discuss comments and review process for the Management of Processing book.

Documenting Disasters has been moving along slowly owing to the fact that many authors have not met deadlines. The Publications Editor will continue discussions with Kathleen Roe, who is editing the volume.

ACTION ITEM 16: Jenny Schooley will send out project status files and ask individuals to send updates regarding their respective areas of responsibilities.

ACTION ITEM 17: The Publications Board needs to revisit guidelines for shepherds, as well as for individuals who plan to produce edited publications. There should be online discussion of this issue in the coming months.

ACTION ITEM 18: look at other types of media like podcasts to deliver content.

ACTION ITEM 19: Teresa Brinati and Jennifer Schooley will explore the issues of automatic book sales and send out information to the listserve.

Conversation with Neal-Schuman Publishers

Charles Harmon then joined the meeting in order to have a conversation about the possibilities of joint publishing. He presented information concerning his own background, discussed the advantages of copublication and possible distribution/partnership arrangements, and discussed several models that Neal-Schuman has developed with other publishers. He also hypothesized that four fields are now converging: Archives, records managers, librarians, conservators. He further commented on the short shelf life of publications (three years), the need for constant revision, and the challenges of e-publications to traditional book publishing. As a result of this conversation, the publications board agreed to several next steps.

ACTION ITEM 20: SAA will continue to closely monitor sales and royalties from our recent joint publishing venture with Neal-Schuman: *Public Relations for Archivists*.

ACTION ITEM 21: Peter Wosh will revisit the RFPs that the Pubs Board recommended at its mid-winter meeting to see if there are any opportunities to partner with Neal-Schuman and perhaps package some into a series.

ACTION ITEM 22: Teresa Brinati will have a conversation with the editor of the American Library Association to determine whether there are any possible partnerships with that organization.