# **SAA Steering Committee conference call**

22 January 2016

Members present: Jaimie (chair), Laura, Mat, Marcella, Cliff, Heather

Also present: Denise (web liaison)

Not present: Bethany, Lily (social media intern)

Marcella volunteered to take notes in Bethany’s absence.

Jaimie covered some upcoming major deadlines for the section:

* February 16: description of Section meeting due
* April (3 weeks prior to Council meeting): deadline to send Council action items or points of discussion for the spring meeting
* June 1: deadline to issue calls for nominations to the Section’s Steering Committee (elections to be held online July 1-7)

**Action item:** Jaimie was most concerned about Council discussing the section’s bylaw revisions and will touch base with Lisa to find out more where the bylaws stand on their agenda.

*Web update*:

Denise stated that she’s waiting on the rumored DRUPAL upgrade before making any changes to the section’s microsite.

*Social Media Subcommittee update*:

Heather reported on behalf of Bethany, stating that the subcommittee had added a couple action items to their report, notably that they wish to conduct a survey to find out more specific data about audiences and what audience needs are, etc. Marcella wanted to know if specific forms of social media had different targeted audiences, and Heather noted that that was something to determine when conducting the survey. The Steering Committee approved of continuing with that plan, and the subcommittee will determine next steps and deadlines to ensure the survey is completed.

 The Steering Committee was supportive of the subcommittee’s second action item to come up with prompts to generate content from the Section membership, and Heather noted that the subcommittee hoped this would be an exercise involving all of the Steering Committee. Jaimie recommended creating a shared document that the group could brainstorm in and then send out to the larger membership/SAA membership overall for additional ideas.

 **Motion**: Cliff moved to accept the communications and social media plan presented by the Social Media Subcommittee, stating that the rest of the Steering Committee will provide help as needed; Laura seconded, unanimous acceptance.

 Lily had emailed Jaimie a few other updates: the section has almost 900 followers on Twitter, and Jaimie would like to see this increased to 1000 followers in the next couple months if possible. She requested that members of the Steering Committee try to help raise that number through their own promotional efforts. Lily’s still finalizing writing up her interview of Adriana Cuervo and is working on details for another interview. She’s also moving ahead with the SNAP roundtable, who indicated interest in collaborating with other sections and roundtables in SAA; the two groups could do a collaborative Tweet-up or something similar on acquisition and appraisal issues or questions.

 Mat and Heather noted they will follow up with potential volunteers who were interested in joining the social media subcommittee.

*Best Practices Subcommittee update*:

Jaimie commented that it was a well-formed plan for 2016 and that the vision/framework/duties for the subcommittee looked good.

**Action item:** Cliff and Marcella will come up with specific deadlines for the 2016 plan, and Cliff will draft language to send potential subcommittee members.

 **Motion:** Jaimie moved approval of the Acquisitions and Appraisal Section’s Best Practices Subcommittee documentation and 2016 plan, with dates to be added to the plan; Heather seconded, unanimous approval.

*2016 business meeting ideas*:

Jaimie has reached out to both the web archiving and electronic records roundtables to see if either would be interested in a collaborative business program; both indicated interest but have not firmed up plans yet. The Steering Committee bounced around other program ideas, including additional reappraisal and deaccessioning case studies; the Marquez acquisitions case at the Harry Ransom Center; and the Boston College oral histories until settling upon a panel discussion regarding appraisal for specialized formats.

 **Action items:** Laura will contact somebody she knows from Boston College to see if they’d be interested in participating; Jaimie, Cliff, and Heather will draft language for the program description and to send out to the membership as a call for volunteer panelists. Draft program language to be sent to the Steering Committee for review by the end of January to meet the February 16 deadline.

*Other news:*

The section does not unfortunately have money readily available to make ribbons or other fun and interesting items for the membership at the annual meeting.

*Next conference call*:

Laura recommended having another call in March in order to continue planning for the annual meeting. Jaimie will send out some dates to the group (trying to avoid week of March 14-18).

**Motion**: Cliff moved to adjourn the meeting, Laura seconded.