

**Society of American Archivists
Council Meeting
July 24, 2017
Oregon Convention Center
Portland, Oregon**

Agendas and background materials for SAA Council meetings are publicly available via the SAA website at: <http://www2.archivists.org/governance/reports>. Each Council meeting agenda comprises Consent Items, Action Items, Discussion Items, and Reports, and the number/letter in the minutes (e.g., II.A.) corresponds to an item listed on the agenda. The minutes summarize actions taken and the outcomes of discussions. Reports generally are not summarized in the minutes, but provide a wealth of information about the work of appointed and component groups and the staff. To view the reports—and all other background materials—see the SAA website.

President Nancy McGovern called the meeting to order at 9:37 a.m. on Monday, July 24. Present were Vice President Tanya Zanish-Belcher; Treasurer Cheryl Stadel-Bevans; Executive Committee Member Rachel Vagts; Council members Courtney Chartier, Amy Cooper Cary, Pam Hackbart-Dean, Bergis Jules, Kris Kiesling, Erin Lawrimore, Michelle Light, and Bertram Lyons; and SAA Executive Director Nancy Beaumont, Education Director Kara Adams, Publications Director Teresa Brinati, Finance/Administration Director Peter Carlson, Web and Information Systems Administrator Matt Black, and Governance Coordinator Felicia Owens.

Guests included newly-elected Vice President/President-Elect Meredith Evans and incoming Council members Steven Booth, Brenda Gunn, and Audra Eagle Yun.

I. COUNCIL BUSINESS

A. Adoption of the Agenda

McGovern introduced the agenda. Kiesling moved adoption of the agenda as revised, Stadel-Bevans seconded, and the agenda was adopted unanimously (**MOTION 1**). (Agenda items are presented in these minutes based on the original sequencing to minimize confusion.)

B. Status of Council Action List

Council members briefly reviewed and provided updates on the status of actions listed in this internal working document.

II. CONSENT AGENDA

The following items were adopted by consent (**MOTION 2**).

Move Consent Items: Stadel-Bevans

Second Consent Items: Cooper Cary

Vote: PASSED (unanimous)

A. Ratify Council Interim Actions

THAT the following interim actions taken by the Council between June 12, 2017, and July 13, 2017, be ratified:

- Appointed, at the recommendation of the Journal Editor Search Committee, Christopher “Cal” Lee as the next [Editor of *The American Archivist*](#), for a three-year term to begin on January 1, 2018. (June 21, 2017) (Appendix)
- Approved two Council Exemplary Service Awards and one Council Resolution to be presented at the Annual Meeting in Portland, Oregon. (June 21, 2017) (To remain confidential until presented —see the July 24, 2017, Council meeting minutes for the associated documents.)
- Approved a [Statement on the Presidential Advisory Commission on Election Integrity Request for Voter Roll Data](#) voicing concerns about “the broad range of data requested, the burden it places on states to comply, and the potential impact on and risk to citizens’ rights after these data are aggregated.” (July 13, 2017)

B. Ratify Executive Committee Interim Actions

THAT the following interim actions taken by the Executive Committee between May 25, 2017, and June 7, 2017, be ratified:

- Approved a letter of support, drafted by SAA Executive Director Nancy Beaumont, to accompany the Council of State Archivists’ proposal to the Institute of Museum and Library Services for “Planning Grant to Access Shared Digital Tools Testing Environment.” (May 25, 2017)
- Approved an [all-member communication](#) regarding recent violence in Portland, Oregon, and the upcoming SAA Annual Meeting. (June 7, 2017)

III. STRATEGIC PLANNING

A. Current Strategic Plan

The current [Strategic Plan 2014-2018](#), as adopted in January 2014, was provided for reference.

B. Review of Strategic Plan Actions and Timelines

The Strategic Plan Dashboard, an internal working document, was provided for reference. Beaumont had updated the dashboard based on Council members’ comments at the group’s May 2017 meeting.

IV. ACTION ITEMS

A. Elect Foundation Board Class B Members

This item was postponed, as the SAA Foundation Board had not yet finalized their nominees. Once nominations are received, the Council will discuss and move via online vote as soon as possible.

B. Petition to Form Independent Archives Section

A petition was presented to form a new section, the Independent Archives Section, to “meet the unique needs of independent, private, and contract archivists and archival firms.” The Council agreed that this is a growing demographic in the archives profession with interests that are not fully met by current SAA component groups. However, the Council recommended that the name be the “Independent Archivists Section,” as this group would serve individuals and contractors, not institutions or repositories; the petitioners agreed with this change.

MOTION 3

THAT a new SAA section be created, to be called the Independent Archivists Section.

Support Statement: There appears to be substantial interest in forming this section, as 145 SAA members in good standing signed a petition in support of the creation of the Independent Archivists Section.

Impact on Strategic Priorities: The new section would assist in achieving all 4 goals as outlined in the Strategic Plan. The new section will serve an underserved, but growing, demographic of the SAA membership and the archives profession.

Fiscal Impact: Some staff time to create tools for the section’s use.

Move: Lawrimore

Second: Cooper Cary

Vote: PASSED (unanimous).

C. Other Action Items from Council Members

No other action items were brought forward.

D. Executive Session

Beaumont discussed with the Council logistics and concerns associated with the 2019 SAA Annual Meeting scheduled in Austin, Texas. After lengthy discussion, the Council drafted and approved the following statement, which was shared on the SAA website, RSS feed, social media, and a direct email to all SAA members. (Also see:

<https://www2.archivists.org/news/2017/concerns-about-saa-2019-annual-meeting-in-austin-texas>.)

Concerns About SAA 2019 Annual Meeting in Austin, Texas

July 24, 2017—The SAA Council currently is discussing legislation pending in Texas that would restrict transgender persons to using restrooms and dressing rooms that match their sex assigned at birth. SAA is contracted to hold its Annual Meeting in Austin in August 2019.

As noted in a letter from SAA Executive Director Nancy Beaumont to the chief executive officer of the Austin Convention and Visitors Bureau for his use in testifying regarding the legislation:

“SAA is made up of a diverse group of members, people who are parents, friends, family members, and colleagues; people of different ethnicities, abilities, and ages; people who are women, men, transgender, non-binary, and genderqueer. Furthermore, our members’ core beliefs involve creating a safe and inclusive workforce and an archival record that documents and preserves all stories. SB6 not only violates the well-being of our own members visiting or living in Texas, but impairs the ability of a historically marginalized group to tell its own story.

“The seemingly trivial but necessary act of using a bathroom should not result in fear, violence, trauma, and humiliation, which is the experience that many transgender people have expressed when forced to use bathrooms that don’t match their identity. It’s time to listen to the transgender community. This bill brings harm to transgender people and attacks their dignity. It is discriminatory and intentionally dismissive of the rights of an entire group of citizens. And as archivists know, when one community of people is devalued, silenced, and erased, we all suffer from the loss.”

In light of these concerns about the proposed Texas legislation, SAA is exploring options for relocating the 2019 Annual Meeting.

V. DISCUSSION ITEMS

A. Membership Committee Survey on Barriers to Participation in SAA

The Council thanked the Membership Committee for conducting the Survey on Barriers to Participation in SAA and presenting their detailed analysis. After a brief discussion of the survey results and analysis, the Council agreed to have a deeper discussion in November in conjunction with review of the SAA Strategic Plan.

B. ACA Role Delineation

The Academy of Certified Archivists, through its president, Mott Linn, had approached the SAA Standards Committee in 2016 about endorsing the ACA Role Delineation Statement as an external standard. The Standards Committee determined that this request was not within its purview and referred it to the Council, with a recommendation that it not be endorsed in this category. Council members agreed.

C. Component Group Funding Requests

Fulfilling the Council’s request at its May 2017 meeting, Stadel-Bevans, Cooper Cary, Hackbart-Dean, and Carlson reviewed the SAA Component Group Funding Request form and presented revisions to clarify the process for applicants and provide better guiding questions for the

Council as it evaluates requests. After a lengthy discussion, the working group agreed to make further revisions for consideration at the Council's July 29 meeting.

D. Diversity Committee: Diversity Recruitment Video

The Diversity Committee submitted a preliminary project concept gauge the Council's interest in assigning it to develop a recruitment video that might assist in SAA's efforts to diversify the profession. The Council was excited to see this ambitious proposal, but noted that, according to recent research conducted by allied professionals, that retention is the more pressing issue in diversifying the profession. Cooper Cary will share the Council's comments and recommendations at the Diversity Committee's July 26, as well as the fact that the Council welcomes a new project proposal from the committee.

E. Approval of ICA Statements

The Council agreed that the International Council on Archives' (ICA) *Principles of Access to Archives* and *Basic Principles on the Role of Archivists and Records Managers in the Support of Human Rights* are both strong statements and that SAA's formal support would be beneficial to SAA members and the international archival community.

MOTION 4:

THAT the SAA Council express formal support for the International Council on Archives' *Principles of Access to Archives*.

Move: Hackbart-Dean

Second: Kiesling

Vote: PASSED (unanimous)

MOTION 5:

THAT the SAA Council express formal support for the International Council on Archives' working document, *Basic Principles on the Role of Archivists and Records Managers in the Support of Human Rights*.

Move: Hackbart-Dean

Second: Zanish-Belcher

Vote: PASSED (unanimous)

Support Statement: These statements soundly address important issues and needs in the archives profession. SAA's formal support will ensure that these statements reach a wider audience and are a resource for our members.

Impact on Strategic Priorities: Supporting these statements aligns with Goal 3.3. Participate actively in partnerships and collaborations to enhance professional knowledge.

Fiscal Impact: None.

F. Associations Alliance

McGovern shared a recent communication from Luciana Duranti, President of the Association of Canadian Archivists, about her concept for an alliance of archival associations. After reviewing the email exchange and the ACA's recent motion to establish the task force, the Council was interested in the idea but felt that more information is needed before agreeing to expend volunteer time on a task force to explore the concept. Zanish-Belcher and Beaumont will contact Duranti for more information and share what they learn with the Council as soon as possible.

G. 2017 Annual Meeting Activities

The Council reviewed various plans for the 2017 Annual Meeting in Portland, including diversity and inclusion activities, the schedule of Council meetings, the Leadership Orientation and Forum, Exhibit Hall visits, and more.

H. Future Mega Issue Discussion Topics

Zanish-Belcher reminded Council members to continue brainstorming ideas for the next Mega Issue discussion topic. She will send out a survey soon after the Annual Meeting to determine the topic in time for the November Council meeting.

I. November Meeting Dates

Owens noted that the next Council meeting is scheduled for November 5-7. Staff will send out specific timing information as soon as possible.

J. Other Discussion Items from Council Members

The Council briefly reviewed the guidelines and procedures for suggesting SAA advocacy action so that they will be prepared in the coming year to guide component groups through the process as needed.

Also discussed was the recent Women Archivists Section salary survey, which the Council noted would be useful to review in further detail in November as part of the strategic planning discussion.

VI. REPORTS

Reports are discussed by the Council only as needed and generally are not summarized in the minutes (with the exception of the Executive Committee report, which details interim actions of the Executive Committee). They do, however, provide a wealth of information about the work of appointed and component groups and the staff. To view the reports—and all other background materials—see <http://www2.archivists.org/governance/reports>.

The following reports were reviewed in advance by Council members but were not discussed at the meeting:

- A. [Executive Committee](#)
- B. [President](#)
- C. [Vice President / President-Elect](#)
- E.1. [Staff: Executive Director](#)
- E.2. [Staff: Membership](#)
- E.3. [Staff: Education](#)
- E.4. [Staff: Publications](#)
- E.5. [Staff: Annual Meeting](#)
- E.6. [Staff: Technology](#)
- F. [The American Archivist Editor](#)
- G. [Publications Editor](#)
- H. [Final Report: 2017 Nominating Committee](#)
- K. [Report: World Intellectual Property Organization \(WIPO\)'s SCCR33](#)
- D. [Treasurer](#)

Carlson noted that, because of the early schedule for the 2017 Annual Meeting, this report includes preliminary numbers. He will share FY 2017 final reports as soon as they are available.

I. Member Affinity Group Transition Plan Update

Owens provided an update on the final stages of the member affinity group transition, noting that the new section logos are live on the microsites and that the transition from section bylaws to standing rules will be completed soon after the Annual Meeting. She also noted that section elections had just closed and a few recommendations will be coming forward for section name changes. Six sections were struggling to gather candidates for their ballots, so they will be holding elections as soon as possible in August.

J. Update on Digital Practice and Metadata Review

McGovern informed the Council that Mark Matienzo would be presenting at the Research Forum on the Digital Practice and Metadata Review, and she would share his presentation with the Council promptly afterward. He will provide a report with recommendations for the November Council meeting. (See Appendix B for Matienzo's presentation slides and notes.)

L. Other Reports from Council Members/What Are You Hearing from Members?

No additional reports were brought forward.

I. COUNCIL BUSINESS (continued)

A. Review of July 24 Action List

Council members reviewed the draft list of action items stemming from the meeting.

B. Review of July 24 Talking Points

Council members reviewed the decisions made at the meeting.

C. Meeting Debriefing

The Council briefly provided feedback on the timing and logistics of the meeting.

D. Adjournment

Hackbart-Dean moved adjournment, Vagts seconded, and the Council meeting was adjourned by unanimous consent at 3:45 p.m.

**Society of American Archivists
Council Interim Action
June 2017**

**2017 Council Exemplary Service Awards and
Council Resolution**

(Prepared by Executive Director Nancy Beaumont)

BACKGROUND

The Council Exemplary Service Award was created in 1980, at the request of the Committee on the Selection of SAA Fellows, to recognize a special contribution to the archives profession (and especially to SAA) that is not eligible for one of the other awards given by the Society. It is given on an occasional basis at the discretion of the Council or upon recommendation to the Council by the Awards Committee.

The Council also occasionally chooses to honor a member, group, or other entity with a Council resolution.

DISCUSSION

At its May 2017 meeting the Council discussed potential recipients of the 2017 Council Exemplary Service Award and favored (pending review of the citations) awards to the Sustainable Heritage Network and the Reference, Access, and Outreach Section's Teaching with Primary Sources Committee. Bert Lyon agreed to draft a recommendation for the former and Pam Hackbart-Dean and Erin Lawrimore agreed to draft a recommendation for the latter.

In addition, the Council favored (pending review of the citation) honoring Terry Baxter with a Council resolution for his work on the Liberated Archive Forum (among other things). Cheryl Stadel-Bevans and Rachel Vagts volunteered to draft the resolution.

Three recommendations are provided for Council consideration. Although the formats are not identical across the three resolutions, the inconsistency will not present any problems.

RECOMMENDATION 1

THAT the Sustainable Heritage Network be given the Council Exemplary Service Award in 2017.

Council Exemplary Service Award Honoring the Sustainable Heritage Network

WHEREAS the Sustainable Heritage Network was formed in response to a 2012 Association of Tribal Archives, Libraries, and Museums (ATALM) report, “Sustaining Indigenous Culture,” which found a need for training in the lifecycle of digital materials through short topic courses and online resources; and

WHEREAS for the past four years the SHN team, advisors, and partners have worked carefully and tirelessly to respond to this need; and

WHEREAS as a model for inclusive and community-centered practices, the SHN, funded in part by the Institute of Museum and Library Services and based in the Center for Digital Scholarship and Curation at Washington State University, provides a space for tribal archivists, librarians, and museum specialists to communicate and learn about digital stewardship and preservation; and

WHEREAS the SHN online platform brings together communities, institutions, and professionals to support each other by sharing knowledge, educational resources, and technology that is necessary for the responsible digitization and preservation of cultural heritage—referred to on the SHN website as “collaborative stewardship”; and

WHEREAS SHN’s work embodies one of SAA’s core principles, which is commitment to diversity and inclusion among members of the archives profession as well as within the archival record; and

WHEREAS SHN not only provides a valuable resource for tribal archivists, librarians, and museum specialists, but also serves as proof that collaboration works and that community action matters;

NOW, THEREFORE, BE IT RESOLVED that the Council of the Society of American Archivists recognizes and thanks the seven partner organizations, the nine members of the Core Sustainable Heritage Network Team, and the thirteen individual advisors who—together—have created and sustained the SHN for the benefit of our nation’s cultural heritage.

Support Statement: The Sustainable Heritage Network is a most worthy recipient of the 2017 Council Exemplary Service Award.

Fiscal Impact: None.

RECOMMENDATION 2

THAT the Reference, Access, and Outreach Section's Teaching with Primary Sources Committee be given the Council Exemplary Service Award in 2017.

Council Exemplary Service Award Honoring the SAA Reference, Access, and Outreach Section's Teaching with Primary Sources Committee

The SAA Reference, Access and Outreach (RAO) Section's Teaching with Primary Sources (TPS) Committee has served as a model for robust member engagement since its establishment as a working group in 2010. The Committee has worked tirelessly to advocate for the active and interactive use of primary sources in teaching and learning as a core component of archival work.

In its first two years of work, the TPS Working Group developed a bibliography of works about teaching with primary sources and created a report of findings and analysis from a survey of archivists regarding practices for teaching with primary sources. In 2013, the group was made a standing committee of the RAO Section, and four teams were established within TPS to focus on specific projects. These included advocating for standards for teaching with primary sources, developing a resource bank, surveying graduate education, and hosting an Unconference as part of SAA's Annual Meeting.

The third annual Teaching with Primary Sources Unconference was held in conjunction with SAA's 2017 Annual Meeting in Portland, and brought together archivists, librarians, museum professionals, educators, and others to discuss innovative techniques for engaging students of all levels in the use of primary sources.

Currently led by Lori Birrell and Robin Katz, the Teaching with Primary Sources Committee successfully brings together archivists from a variety of institutions to work toward the common goal of supporting the archivist as educator. The enthusiastic and engaged members and leaders of RAO's TPS Committee have made and continue to make an astounding contribution to SAA and the archives profession.

The Council of the Society of American Archivists recognizes and thanks the Reference, Access, and Outreach Section's Teaching with Primary Sources Committee for its outstanding service to SAA and the archives profession.

Support Statement: The RAO Section's Teaching with Primary Sources Committee is a most worthy recipient of the 2017 Council Exemplary Service Award.

Fiscal Impact: None.

RECOMMENDATION 3

THAT Terry Baxter be awarded a Council Resolution in 2017.

Council Resolution Honoring Terry Baxter

WHEREAS Terry Baxter has been an archivist since 1986 and a member of the Society of American Archivists since 2000; and

WHEREAS Terry has continuously shown his commitment to the archives profession via his long service to various endeavors, including serving on:

- The governing boards of the Society; the Northwest Archivists; the Monmouth, Oregon, Historic Buildings and Sites Commission; the Monmouth, Oregon, Library; the Oregon Historical Society Library; and the Northwest History Network;
- The program committees for SAA, the Northwest Archivists, and the Association of Tribal Archives, Libraries, and Museums;
- The steering committees (often as Chair) for the Government Records, Issues and Advocacy, and Reference, Access, and Outreach sections; the Diversity Committee; the Membership Committee; and the Nominating Committee; and
- The steering committee for the Archives Leadership Institute (ALI), as well as attending both ALI and the Institute for Advanced Archival Administration (“Camp Pitt”); and

WHEREAS Terry, on his first trip to the East Coast to attend Camp Pitt, was astonished to learn that, no, the East Coast is not wall-to-wall asphalt but does indeed have trees; and

WHEREAS Terry has a knack for pushing the envelope, such as shaving his beard when a fundraising goal for the Mosaic Scholarship Fund was met; holding end-of-conference celebrations that are widely enjoyed (except by hotel security); and offering hugs that warm the heart and crush the bone; and

WHEREAS Terry has worked on diversity and inclusion issues in archives for more than 30 years, culminating (to date) in the Liberated Archive Forum on Saturday, July 29; and

WHEREAS Terry has been a consistent champion for Oregon and a vocal proponent for more than a decade to bring the SAA Annual Meeting to Portland;

NOW, THEREFORE, BE IT RESOLVED that the Council of the Society of American Archivists recognizes and thanks Terry Baxter for his outstanding service to SAA and the archives profession.

Support Statement: Terry Baxter is a most worthy recipient of a 2017 Council Resolution in his honor.

Fiscal Impact: None.

SAA Metadata and Digital Practice Review

Mark A. Matienzo, Stanford University Libraries / @anarchivist
SAA Research Forum, 25 July 2017

Project background

- Wide variety of component groups and appointed positions on committees, etc. that relate to metadata and digital practice
- Some known gaps or overlaps across these groups, and further possibilities for collaboration
- Timeline: Nov 2016-Nov 2017

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So, how did this project come about? SAA President Nancy McGovern realized that there are potential gaps and overlaps as well as increased opportunities to coordinate and collaborate in the areas of metadata and digital practice across SAA and beyond. There are specific opportunities to review the scope of some groups, such as the Metadata and Digital Object Section, the Electronic Records Section, the Standards Committee and its technical subcommittees, the Web Archiving Section, the Encoded Archival Standards Sections, and representatives to external groups like the International Council on Archives Expert Group on Archival Description (EGAD) and NISO.

SAA Council approved this project late last year, and I was appointed to work to help clarify the potential role of and opportunities for SAA and its component groups to better support the changing professional practice of archivists. Work continues on the project until November 2017.

Intended results

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Provide suggestions and observations to SAA Council, including:

- areas in metadata and digital practice that are not currently addressed, possibly duplicative, or opportunities for coordination or collaboration
- possible adjustments in scope of existing groups or the establishment of new or consolidated groups to address suggestions
- activities and opportunities for SAA and broader profession to address suggestions

Deliverable: Summary report to SAA Council with supporting documentation to assist SAA in responding more flexibly and sustainably to evolving needs and emerging opportunities

Overall, the intended results for this project are to provide suggestions and observations to SAA Council in a few potential areas. First, this includes identifying specific areas in metadata, digital practice, and technology that are not being addressed, that may be undertaken by multiple groups, or where there might be areas for better coordination and collaboration across SAA groups or between SAA groups and external bodies. This work may also include potential suggestions about modifying the scope of existing groups within SAA, or opportunities to create new or consolidate existing groups. These suggestions and observations will be delivered to SAA Council along with supporting documentation about how SAA can better adapt to the professions needs and opportunities as they arrive.

As an SAA member, I understand the challenge of assigning additional resources to component groups, whether its staff time, space at the annual meeting, or budget lines to support group initiatives. If there are opportunities to think through these opportunities as they relate to metadata and digital practice, we may be able to work more effectively and identify new partners for initiatives, and have a better understanding about seemingly competing groups are doing.

Target SAA groups and roles

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Sections

- Collection Management Tools Section
- Description Section
- Electronic Records Section
- Encoded Archival Standards Section
- Metadata and Digital Object Section
- Web Archiving Section

Appointed Groups/Roles

- Standards Committee & subcommittees:
 - TS-DACS
 - TS-EAS
- Intellectual Property Working Group
- Representatives
 - ALA CC:DA/MARC Advisory Committee
 - ARMA International Standards Development Committee
 - ICA-EGAD
 - NISO

This is the list of the primary targets for outreach within SAA. While SAA should encourage any degree collaboration across its sections, this is the group of sections and appointed groups or roles that have been identified as potentially having some degree of mutual areas of interest. Nonetheless I want to emphasize that I also welcome input from any other SAA group or member about this project.

Approach

- Research on and outreach to SAA groups to collect information, suggestions, and provide feedback
- **Investigate allied professional associations and domains, and comparable initiatives within them**
- **Identifying examples from any source that enable a community to monitor, investigate, inform, advise, & provide feedback as SAA's groups do**

The research approach for this project is threefold: to summarize the current state of SAA groups and provide a means for those group to articulate their needs and understanding of scope in this manner; to look at comparable structures or initiatives in other professional organizations or communities; and to identify ways that allow SAA as a community to better get advice from its membership and component groups.

At this point in the project, I have not completed much amount of outreach within SAA to component groups. The intended work is to get in touch with chairs or individuals in appointed roles to identify liaisons for this project to assist with gathering information and feedback. While that has not been addressed yet, I have begun to review existing documentation from groups, such as their charges, recent Council reports, and the like, to get a sense of their current activities.

Much of the work that I have completed thus more leans more heavily on the investigation of organizations and projects outside of SAA to get better insight into their structures. As such, the rest of this presentation will be primarily focused on the results of that research.

Review of allied organizations and initiatives

- Existing component groups
- Component group structures
- Relevant working models
- Independent initiatives

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Research into existing organizations and initiatives could help inform how SAA expects component groups to work together. As part of this work for this project, I have been looking into other organizations, how they organize or allow for the development of component groups, and whether their models or processes might be instructive to SAA in any way.

Groups/organizations reviewed

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- ARMA
- International Council on Archives
- Museum organizations (American Alliance of Museums, etc.)
- American Library Association
- Association of Moving Image Archivists
- Digital Library Federation
- Samvera (Hydra) community

ARMA

- No obvious component group structure
- Strong network of regional chapters
- Engagement is active and focuses on specific areas of knowledge

As far as I can tell, ARMA does not have component groups in the same sense that SAA does; instead, regional chapters exist in lieu of ways to organize around topics of shared interest. It has been difficult about how to get in depth information since I'm not a member. However, ARMA has active engagement about standards and task forces to focus on specific knowledge areas.

International Council on Archives

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- Highly structured organization
- Component groups include professional sections, regional branches, and expert groups
- Professional Programme as a potential collaborative model

As an international professional organization, ICA is much more highly structured than SAA. ICA's component groups include professional sections, which based on their current definition, may not allow for the type of opportunities envisioned. However, ICA's [Professional Programme](#) and Expert Groups (which include the Experts Group on Archival Description and the Expert Group on Managing Digital and Physical Records) may provide opportunities or ideas to follow. In particular, The Professional Programme provides an opportunity to support strategic collaborative work in the international archives sector, with [digital recordkeeping](#) identified as a primary strategic strand. The programme is designed and managed to generate as many relevant products as possible, in accordance with ICA's values in favour of professional solidarity and international co-operation, taking into account cultural diversity. The ICA Programme Committee, or PCOM sets broad directions and makes decisions about the funding and endorsement of projects. PCOM constructs themed programmes intended to modernize professional practice and attract the support of partner organizations and funding agencies.

Museum organizations

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- American Alliance of Museums
 - “Professional communities” based on overlap in job responsibilities and topics
 - Little overlap in terms of conceptualization used for this project
- Museum Computer Network
 - Special Interest Group structure
 - Minimal overhead to create: identify chairs and mission of “durable value”

AAM has a set of "[professional communities](#)", but few tend to operate in the area of metadata and digital practice. There is a Media and Technology Professional Community, but its focus seems to be very broad and primarily on the use and production of audiovisual content. In addition, it is not entirely clear how these professional communities work together.

MCN has a set of evolving [Special Interest Groups](#) that have collaborated on occasion. In general, the model is somewhat similar to the existing section model, but with different requirements around oversight and governance. SIGs are expected to take on a wide range of projects such as, but not limited to: hosting “best of” or “best practices” awards in the SIG’s area, proposing and hosting sessions at other professional conferences, participating in projects relevant to the SIG’s area (similar to what current sections can do); creating an annual calendar of SIG events, developing a SIG Chairs’ orientation and a Chair leadership track and mentoring program, creating such documentary resources as vendor listings, bibliographies, etc., developing training materials or programs in the SIG’s area, and hosting “MCN Pro” sessions throughout the year. These sessions are an opportunity for SIGs to invite experts to discuss a particular issue and/or showcase projects relevant to the SIG’s topic. Creation of a new SIG requires the identification of two co-chairs and a mission, which is expected to have “durable value” to the MCN community by choosing broad and long-lasting topic (e.g., Digital Media rather than a narrower topic

such as JPEG 2000).

American Library Association

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- Model for component groups is both more formal but also seems to have fewer barriers
- Section structure focuses on professional functions; interest groups are more topically-focused
- Deeper investigation into LITA and ALCTS as sections and the interest groups associated with them is probably worthwhile

Obviously a much larger organization than SAA so both interests and opportunities for potential models are much broader than we might think for our own organization. Sections focus on specific functional areas of profession. Interest groups serve an important purpose; hurdles necessary to create an IG depend on the section within which it is started. IGs can also be joint IGs across sections. Creating an IG is process oriented and requires a petition, but still does not seem to be a huge barrier for participants. Of specific overlap, probably LITA and ALCTS as sections, as well as their interest groups, are the most relevant and informative. One of the most striking differences I have found is that SAA does not have constituent group like LITA, whose explicit focus is technology across the profession or sector.

Association of Moving Image Archivists

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- Two types of committees and associated ad-hoc, time-bound groups:
 - Committee of the board / Task force
 - Committee of the membership / Working group
- Relevant committees: Cataloging & Metadata; Open Source
- More extensive infrastructure to support
 - Project management tools
 - Small budget for special projects

In terms of their focus areas, AMIA's committees of the membership are most like SAA's sections, as they focus on the principal activities of the profession and arise from AMIA's membership. In addition, AMIA provides an option for Working Groups, which are intended to be time-bound groups that focus on a specific, single output or project. Committees of the membership and working groups can be proposed at any time, and are driven very clearly by AMIA members' interests and needs. While again there is little direct overlap, the two most likely comparable areas of interest in terms of the scope of this project are the Cataloging and Metadata Committee and the Open Source Committee. It is also worth mentioning that AMIA supports the committees by providing access to an instance of Basecamp (a project management tool) and that there are small amounts of project funding available for committee initiatives - up to \$500 each, with the option for larger projects to be proposed to the board.

Digital Library Federation

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- Established history for providing infrastructure for groups intended to support cross-institutional work
- Clear overlap in scope of domain for this project
- Minimal barriers to establish new groups
- Strong set of resources for group facilitators (DLF Organizers' Toolkit)

The Digital Library Federation is a membership organization for institutions. DLF has a history of groups created by individuals designed to work across institutional boundaries, and given its scope as an organization much of these activities relate to metadata and digital practice. Of particular interest based on the scope of this project is the DLF Metadata Support Group and the DLF Assessment Interest Group and its subordinate groups.

The process to create a formally recognized group is very lightweight, and is supported by the DLF Organizers' Toolkit, introduced in November 2016. DLF provides an early-stage consultative role with any new group to help determine the amount of support that the group needs. An individual does not need to be affiliated with a DLF member institution to start or join a working group, since a demonstrated commitment to the area of work is more important than affiliation.

The value of the the DLF Organizers' Toolkit cannot be understated. In addition to a set of background information regarding the process requirements and types of resources that DLF can provide to affiliated working groups, the Organizers' Toolkit also contains a wealth of information and recommendations on facilitation techniques, supporting diversity and inclusion, preventing and managing burnout, outreach, planning conference calls and in-person meetings, and how to organize and share outputs of the group.

Samvera (a.k.a. Hydra) community

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- Situated within the context of an open source software project
- Structure allows for discussion-focused interest groups and deliverable-focused, time-bound working groups
- Existing Archivists Interest Group provides good insight into challenges

The Samvera community (formerly known as Hydra), is primarily focused on the community around using building digital repository applications using a specific technology stack. Nonetheless, has a framework for interest groups and working groups focused on undertaking practical work to help the community move forward. Most groups are organized by motivated individuals around common needs or areas of focus. In the Samvera community framework, interest groups are primarily focused on discussion and are understood to be maintained over time, while working groups have specific deliverables and are thus of shorter duration. The difference in focus between these two types of groups leads to a difference in requirements for what they require to get off the ground, and for working groups, commitment to software or documentation licensing requirements.

Several of the existing interest groups may be of interest, including the Metadata Interest Group and its subgroups, and most notably the Archivists Interest Group, which is broadly interested in technology and platform integration concerns well beyond the Samvera/Hydra framework itself, including Archivematica and ArchivesSpace integration, questions regarding archival discovery, and data modeling. I'll talk more about this in a bit, but the experience of the Samvera Archivists Interest Group has been pretty telling in terms of identifying gaps.

Evolution of independent initiative

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- Born-Digital Access Research Team (2014-2015)
- Findings helped to develop #hackbdaccess (Born-Digital Access Hackfest) at 2015 SAA annual meeting
- Hackfest suggested need for a “born-digital access bootcamp”; developed and subsequently offered at 2017 NEA annual meeting
- Led to creation of DLF Born-Digital Access Group
- Also heavily relied on SAA Electronic Records Section to assist with communications

I also want to briefly touch on a few independent initiatives that have also been able to undertake some significant work. Of particular note, the Born-Digital Access Research Team conducted an exploratory mixed methods study in 2014-2015 to document current born-digital access practices in cultural heritage institutions, which then led into the planning for the Born Digital Access Hackfest, or #hackbdaccess, held at the 2015 SAA Annual Meeting. This hackfest then prompted the idea for a born-digital access bootcamp, which debuted at the 2017 annual meeting of New England Archivists. The organizers of the bootcamp chose to convene a DLF working group to continue the conversation. While all of this work was in many ways independent, all of these groups nonetheless leveraged the Electronic Records Section’s blog as a key tool for outreach.

Early observations

- Lack of explicit space for technology within SAA
- Emerging external groups and support options

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While much of the work remains in this project, I have nonetheless been able to identify some interesting things that might impact the role of SAA groups. First, unlike the example of LITA within the American Library Association, there appears to be no formal space for SAA members to discuss technology in the broadest sense within SAA. While an “Information Technology Section” might not necessarily make sense for SAA immediately, there is clearly a perceived need for identifying how broader conversations around technology integration and systems development are reflected in the scope of SAA groups on a continuing basis. As Ben Goldman noted in his remarks to the meeting of the Samvera Archivists’ Interest Group at the 2016 SAA annual meeting, “our group has evolved into a kind of (and I mean this in the best possible way) support group for archivists with unmet technology dreams. We meet monthly to discuss what’s going on at our respective institutions, look for overlap in concerns, and just generally try to keep a conversation going.” Given this gap, it may be worth undertaking a broader understanding of whether technology is considered to be a core part of the archival enterprise.

I’ve also seen a clear emergence of external independent groups, like the example I provided - and there are number of small groups that have stepped away from a path of formal organization to undertake work or to communicate at what feels like the “edges” of archival practice. This includes the Archives & Linked Data Group, a set of 10 individuals collaborating on modeling archival description and entities within it to a variety of data models, including Schema.org. It may be worth thinking deeper collaborations with an organization like DLF that has support for lighter weight or independent structures.

Questions

- What other organizations or initiatives should we investigate?
- When do we consider effort or scope to be duplicative, and why is that an issue?
- What are the perceived or actual barriers that prevent SAA, its membership, or groups from addressing gaps?

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To wrap up, I'd like to add a few specific questions. What other organizations or initiatives should we investigate in terms of considering potential models or structures to allow broad engagement around metadata and digital practice?
When do we consider effort or scope to be duplicative, and why is that an issue?
Finally, What are the perceived or actual barriers that prevent SAA, its membership, or groups from addressing gaps?

Thank you!

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Please contact me at mark@matienzo.org if you are interested in providing feedback during the outreach phase

I look forward to getting your feedback as I continue on this work. Please feel free to contact me if you have further ideas or feedback. I'd also like to encourage you to attend the Leadership Town Hall session with allied organizations on Thursday from 12:15-1:30 in B116 if you would like to discuss this with me further.