Acquisitions and Appraisal Section Steering Committee Society of American Archivists

Meeting Notes: November 16, 2015

Agenda

* Look ahead - major deadline review/status (Jaimie)
* Bylaw Revision update (Jaimie)
* Web Liaison report/update (Denise)
* Social Media Subcommittee report/update (Bethany, Mat, Heather)
* Best Practices Subcommittee discussion (Cliff)
* 2016 annual meeting discussion (all)
	+ Session proposals, business meeting ideas
* Announcements / new business

Members present

Jaimie, Bethany, Laura, Cliff, Lily, Heather, Mat, and Denise

Notes

Upcoming deadlines and review of status of current projects

* Updates forward to Council on October 4th
* Posted steering committee meeting minutes to the SAA Acquisitions & Appraisal microsite in late October
* “true confessions of reappraisal and deaccessioning” panel at SAA?
* Next major deadline is to have a plan for annual meeting program by February 16; the Section can submit a budget request to Council by March 1, 2016

Bylaws Revision update

* Submitted Bylaws Revisions to Nancy Beaumont and Lisa Mangiafico. Did not see it listed on Council’s agenda for the November 8-10 meeting.
* Jaimie has followed up with Lisa and Nancy but has not heard back yet
* Laura mentioned that the revisions could also be mentioned in the annual report

Web Liaison report/update

* Jaimie checked the timeline for new website (early 2016);
* Denise has posted the meeting minutes on the microsite

Social Media Subcommittee report/update

* Lily will be doing an interview w/ Adriana Cuervo (Institute of Jazz Studies at Rutgers University) for the blog
* Bethany mentioned moving forward with creating a Facebook page, and will make members of the social media committee administrators as well as anyone else on the steering committee interested in posting content
* December 15 is the deadline the social media plan
* Jaimie will be sending out call to membership for member volunteers for the social media committee

Best Practices Subcommittee

* Cliff discussed the idea behind the subcommittee is to act as a clearinghouse for documentation on best practices
* Possibly move forward with an appraisal month?
* Note that Marcella was involved in the original committee
* Jaimie looked at governance handbook on whether sections can form subcommittee, and it looks like this acceptable
* Everyone is in favor of forming the subcommittee (Cliff will lead its formation)
* How large should the subcommittee be? Would make sense to have at least three members, in addition to Cliff and Marcella (should have two people with staggered terms)
* Cliff will reach out the membership to get three more members, but Cliff will check with Marcella first before proceeding
* Jaimie has given her official approval for these subcommittees! She asks the steering committee to take a look at the SAA Leader Manual to see if there is anything to bring to Council’s attention in regards to this subcommittee

2016 annual meeting discussion

* Jaimie, reached out to the Web Archiving Roundtable and also spoke to past Electronic Records Section chair, who agreed, but said that this would need to be discussed with current chair
* Will have something more tangible by the next conference call
* Swag for annual meeting? Possibly have ribbons for the Section

Announcements / new business

* Approved meeting minutes from September 22, 2015
* Dues increase announcement - Mat mentioned that Dennis Meissner has encouraged sections and roundtables to send out the announcement; no consensus about whether this will be beneficial to the membership or not yet; Heather asked whether we should send it out to the membership? Important to promote transparency, per Meissner
* Laura will share the Section’s annual report this Friday for review

The meeting adjourned at 1:58 pm CST