Acquisitions and Appraisal Section Steering Committee Society of American Archivists

Meeting notes: November 21, 2014

Agenda

* Blog
* Social media subcommittee/subgroup?
* Should other subgroups be formed (bylaw revisions, etc…?)
* Social media maintenance document
* Bylaw revisions (Heather)
* 2015 Annual Meeting plans
* Past meeting minutes (approval)

Attendees

Laura, Cliff, Matt, Jaimie, Heather, Bethany

Notes

* Blog
  + Discussed ways we could incentivize membership (AA and larger SAA universe) in response to momentum/response level to date
  + Matt - recapped purpose of posts and structure of blog, proposed change - call for guest bloggers vs. steering committee. Heather seconded - could pepper in other general announcements to get more content and momentum. Talked about idea of Q&A.
  + Heather - worth revisiting our goals as a section, and connecting those goals to social media efforts
  + Suggestion made to solicit a member from Web archiving, perhaps somebody with web design experience to help and guest blog. Cliff Suggested Trevor (current chair of web section), Laura said if not Trevor another member from that section would be a good case. Cliff - Nicholas Taylor is another option.
  + General consensus made that the blog should be pushed out to all of SAA membership (vs. A&A only

* Social media subcommittee
  + Matt - brought up the idea of a formal social media group - general consensus is that we need to assign ownership to one or two people drive and gain momentum. Matt and Bethany agreed to discuss and put together a schedule after Thanksgiving.
  + Questions:
    - What is status of the social media intern? (not certain, group remembered Ginny was going to post something, Laura offered to follow up and/or post herself)
    - Should we use Twitter or Facebook vs. blog to start the conversation? (general consensus is yes, will need to look into Twitter account

* Should other subgroups be formed (bylaw revisions, etc.)?
  + Discussed potential change in language (re: co-chairs). Determined change not needed, what is needed is close collaboration between the vice chair and chair (Laura). Heather clarified that the vice chair and the steering committee are responsible for the agenda for the annual meeting. Otherwise no major changes.
  + Heather needs to report on changes to Lisa (council rep) for next meeting in Jan/Feb. If changes are approved, they will go to section membership for vote - majority needed to pass.
  + Heather will send changes later today, steering committee needs to review and get changes back to Heather within a week (12/1)
  + Discussed other potential bylaw revisions and subgroup creations
    - Best practices: Cliff and Heather volunteered
    - Archives management - idea of building other "I didn't learn this in library school topics" like leadership, relationship building - working with archives management roundtable, work with them to get guest blog post (might move this to other section). Could share models of appraisal policies and related documents.
    - General consensus: beneficial to engage membership in subcommittee (give them opportunity to participate in some capacity).

* Social media maintenance document
  + Follow up to discussion between Laura/Heather (need to clarify ownership/inheritance of social media channels)
  + Matt - this should be part of the social media subcommittee. Scope to include identification of identify all channels/key info/guidance for passing on knowledge on all social media channels (blog, fb, etc…)
  + Heather - this is not only important but also our duty per SAA bylaws (speedy transfer of past knowledge to membership)

* Bylaw revisions (Heather)
  + Per the above ("should other subgroups be formed…") Heather will send changes later today, steering committee needs to review and get changes back to Heather within a week (12/1)

* 2015 Annual Meeting plans
  + Laura - recapped ideas from our last meeting in August
  + Matt - need to determine which section or roundtable we want to partner with
    - Potential collaborators: manuscripts section, description, reference and outreach/access, electronic records
  + Suggestion of cross pollination: let's collaborate on topics w/ other section - and cross promote to ensure attendance from both
    - Reference/access - discussed as most likely to have overlap (e.g. mplp impact on access, could find points of tension). Matt offered to discuss w/ colleague who is on the steering comm. Cliff suggested description as secondary option.
  + Matt - suggested alternate format (to panel) such as breakout sessions. Cliff - we could do this and rotate topics. Jaimie - suggested we leverage social media to start the conversation in advance of the meeting, "it depends" ribbons

* Past meeting minutes (approval)
  + Motion made to approve minutes from last meeting
    - Cliff - motion to approve with edits
    - Matt - seconded
    - Cliff will make edits and send to Jaimie for revision

**Next meeting to be held January 2015**

**-end of meeting-**

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