

**Society of American Archivists
Council Meeting
November 14–16, 2016
Chicago, Illinois**

**2015-2016 Section / Roundtable Annual Reports (Compiled)
(Compiled by SAA Governance Coordinator Felicia Owens)**

Compiled here are the 2015-2016 annual reports for all SAA sections and roundtables. For the first time, reports were collected through a Survey Monkey survey created and shared by SAA staff. This process proved to be very successful, as it limited email churn, standardized the reports to make compilation easier, and created a secondary record of the reports. The response from leaders was overwhelmingly positive, with a few requests for the template to be made accessible so that leaders could coordinate preparing their report prior to submitting.

Also new this year was implementation of a September 1 deadline for all section and roundtable reports. This was one stipulation of the Member Affinity Group proposal adopted by the SAA Council in August 2016. Outgoing chairs were asked to complete the reports so as to include the most complete and accurate information for the 2015-2016 term.

All group rosters reflect steering committee leadership as of August 6, 2016, to reflect changeover for the new term.

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Acquisitions and Appraisal Section

Council Liaison: Courtney Chartier

Report Submitter: Jaimie Quaglino, agirl4@gmail.com

ROSTER

Bethany Anderson, Chair
Cliff Hight, Vice Chair/Chair-Elect
Jaimie Quaglino, Immediate Past Chair
Denise Rayman, Web Liaison
Marcella Huggard, Steering Committee Member
Julie May, Steering Committee Member
Heather Soyka, Steering Committee Member
Lily Troia, Steering Committee Member
Kira Baker, Intern

ACTIVITIES

Completed

- Section Meeting Program: Presenters responded to an acquisitions and appraisal related scenario (attached) explaining how they would, based on their unique experience and particular area of expertise, approach the scenario including any specific appraisal frameworks they'd look to as part of that process.

Presenters:

Doug Boyd (Director, Louie B. Nunn Center for Oral History, University of Kentucky Libraries): Oral history

Melissa Hubbard (Head of Special Collections & Archives, Kelvin Smith Library, Case Western Reserve University): Social justice

Michael Shallcross (Assistant Director for Curation, Bentley Historical Library, University of Michigan): Electronic records

- Held six steering committee teleconferences: The section's Steering Committee met via teleconference in September, November, January, March, May, and July to discuss ideas, activities, projects and priorities for the year.
- Updated website: Our web liaison, Denise Rayman, made updates to our website in response to priorities identified in the past year. These included cleaning up outdated links (e.g., Guidelines for Reappraisal and Deaccessioning now links to the approved guidelines and Task Force), adding a link to the new blog, and uploading missing reports, meeting minutes and newsletters.
- Section Newsletter: The Section newsletter has been transitioned into updates provided through email and via our social media channels, including: Twitter, Facebook, and our blog, Assigning Value (<http://appraisalsaa.wordpress.com>).
- Social media subcommittee: A Social Media subcommittee was established and held its first (virtual) meeting in December 2015. It was created with a mission to develop and execute strategies to increase the Section's social media presence, and engage with the membership. The 2015-2016 subcommittee consisted of: Heather Soyka, Bethany Anderson, Mat Darby, and Lily Troia.

- The subcommittee undertook a variety of activities in 2015 and 2016 including:
 - Development of a social media & communications plan that included our different communications channels (blog, twitter, listserv, Facebook, in-person): <https://docs.google.com/document/d/1ej7CemTwB3VUSZ-NEcLlleUg6tKp93w0CR0GdiZeq34/edit>
- “Third Thursdays” blog outreach project: this project began in 2016 to engage with more of the section membership around critical issues of appraisal. A total of six “Third Thursday” conversations were held every month from February- July 2016. During these conversations, a prompt was posed on the Assigning Value blog and section membership had the opportunity to respond and receive input from Steering Committee members in real time. Past postings of interviews and summaries of the Third Thursday conversations can be found on the blog at: <http://appraisalsaa.wordpress.com>
- Interviews: Several successful interviews with archivists in the field have been posted to the blog, which has increased our visibility and raised awareness with membership of the section.
- Twitter: Our Social Media intern, Lily Troia, increased the Section’s presence and activity on Twitter with significant results - as of August we have 1,055 followers of our Twitter account (@appraisalSAA).
- Facebook: There are 38 likes on section’s Facebook page.
- Best practices subcommittee: A Best Practices subcommittee was established in 2016 with a vision to provide leadership in developing and sharing acquisitions and appraisal resources for those engaged in archival selection, to keep best practices and standards relevant and updated, and to encourage dialogue about changing needs and frameworks for appraisal in theory and practice. The inaugural co-chairs consisted of Cliff Hight and Marcella Huggard.
- In 2016 the subcommittee undertook a variety of activities, including:
 - Development of a plan for 2016 outlining key projects for the year: <https://dl.dropboxusercontent.com/u/30240080/BestPracticesBackground.pdf>
 - Recruitment of additional members: The co-chairs recruited Mark A. Greene, Courtney Mumma, and Linda Whitaker to participate, holding their first meeting on April 6, 2016.
 - Abandoned Property Project: The group began working to update the Abandoned Property Project, which has been hosted by the Section’s microsite. Updates included changes to laws, insuring that all links were active, and a new introduction. Revisions went live in July 2016. The updated and live version can be found at <http://www2.archivists.org/groups/acquisitions-appraisal-section/abandoned-property-project>.
 - Membership Survey: We deployed a survey to our membership in June to assess our outreach efforts and help us to refine how we reach out to section members.
 - Survey link: <http://goo.gl/forms/BLTVSM1vQc1cqXxw1>
 - Results link: https://docs.google.com/spreadsheets/d/1cTcz-x8mVpzxIWLur_WWg8csgrqFaIMMYd_qrNALegc/edit#gid=229921330

Ongoing

- Section Website: Now that the Acquisitions & Appraisal Section microsite has migrated to the new SAA website, priorities will be to keep information up to date and reorganize information with an eye towards ease of identification of and access to information by the Section membership.
- Social Media Subcommittee: The subcommittee will continue its efforts to regularly engage with the Section membership using social media channels. A new emphasis on Twitter will be explored, as the Subcommittee will transition Third Thursday conversations from the blog to Twitter, using the successful SNAP Twitter model. Interviews and articles will continue to be posted on the Assigning Value blog. Moving forward, the Steering Committee will consider the most impactful way to engage with membership, leveraging our social media tools and input from our recent survey.

- Best Practices Subcommittee: The subcommittee's current project is to seek examples of acquisitions or collection development policies from numerous institutions. One purpose is to develop some recommendations for best practices in developing such policies, and another purpose is to share with colleagues examples of policies for reference in their own efforts to create them. Leadership will continue with co-chairs Marcella Huggard and Julie May, and new member Rachel Rosenfeld, who joined the subcommittee and began her service at the annual meeting.
- Bylaw Revision: The proposed bylaw revisions were near unanimously approved by the Section membership. The next step will be to submit them to Council for formal consideration and approval.

New

- Survey response: From the survey, the Section has gleaned some information about areas for improvement, outreach, and of interest to members for future section collaborations. These opportunities will be evaluated and new projects and activities will result.
- Social Media intern: As Lily Troia was elected into the Steering Committee, we will be seeking a new social media intern in 2016.
- Collaborate with other groups: The Steering Committee will explore ways we can more intentionally and effectively collaborate with other Sections in the coming year.

STRATEGIC PLAN

Goal 1: Advocating for Archives and Archivists

This year the section significantly enhanced its social media presence using Twitter, in so doing promoting the work of Section members as well as bringing attention to the importance of donor relations, acquisition, and appraisal work. These efforts were cross-publicized via Facebook, and the listserv.

Goal 2: Enhancing Professional Growth

The section interviewed archivists working in the field and published these to our blog, Assigning Value. We also began a series of "Third Thursday" conversation on our blog, which allowed the membership to respond to topical prompts and exchange ideas with the membership regarding best practices and approaches to appraisal and acquisitions work. These efforts were cross-publicized via Twitter, Facebook, and the listserv. The Section also provided opportunity for our social media intern to participate in key initiatives this year, including our expanded social media footprint.

To better reach the membership, this year the Section made a decision to move away from a traditional newsletter and instead use social media and the listserv to provide more frequent opportunities for education and growth to the membership.

Goal 3: Advancing the Field

In addition to our Third Thursday discussions, interviews published on the blog, and our Twitter activity, this year the Section provided a panel discussion with a diverse set of presenters which allowed attendees an opportunity to learn how theory relating to acquisitions and appraisal can be put into practice from a variety of perspectives.

The Section formed a Best Practices Subcommittee which updated the Abandoned Property Project information available online, and is actively collecting Collection Development Policies with the goal of creating a consolidated resource for the membership to reference.

Goal 4: Meeting Members' Needs

We most recently conducted a member survey to understand and identify ways for us to more effectively interact with the membership, collaborate with other Sections, and provide information that will benefit professional growth. We offered opportunity for the membership to engage with the Section in a few ways - via our internship position, the interactive "Third Thursday" events on our blog, and most recently with the Best Practices Subcommittee which sought additional members from the Section in addition to Steering Committee members.

ANNUAL MEETING

Number of Attendees: 38

Summary of Meeting Activities: After a call to order, the main topics of conversation included an update on Section bylaw revisions, then achievements, status, and a look ahead from both the Social Media Committee and the Best Practices Subcommittee. Election results were discussed, and a runoff election was held to determine the second vacancy for the Steering Committee open position. Then a program was held with panelists who responded to a fictional acquisitions and appraisal related scenario, providing perspectives from the point of view of archivists working with electronic records, Oral History, and social justice collections. The panel was followed by discussion with and questions from the audience.

Link to Meeting Minutes: https://docs.google.com/document/d/1z-tmYJiNWv-3o-9VJbUufsHkbs0T7MJzcIPNVnvZd_o/edit

QUESTIONS FOR COUNCIL

The Section will be sending the Council our proposed bylaw revisions (all approved by the Section membership) for review/vote at the next Council meeting.

Architectural Records Roundtable

Council Liaison: Courtney Chartier

Report Submitter: Emily Vigor, evigor@berkeley.edu

ROSTER

Aliza Leventhal, Co-chair

Samantha Winn, Co-chair

Tricia Gilson, Steering Committee Member

Joanna Groberg, Steering Committee Member

Suzanne Noruschat, Steering Committee Member

Timothy Walsh, Web Liaison

ACTIVITIES

Completed

- Continue to support and, as necessary, help steer the CAD/BIM Task Force's work to research, innovate, and publish solutions for preserving born-digital architectural records.

Surveyed repositories with born-digital architectural holdings to determine what file formats institutions have, what software they are using to view them, and what (if any) preservation actions they are taking.

Ongoing

- Continue to build and support the development of the auxiliary website space with blog postings, a discussion forum, and updates on SAA happenings.

New

- The Architectural Records Roundtable is devoting much of its energy to addressing digital records issues; an initiative the CAD/BIM Taskforce is spearheading. After surveying the larger Roundtable membership for interest to actively participate in research and guidelines drafting, the CAD/BIM Taskforce developed a first set of initiatives to investigate and address the difficulties with CAD/BIM records. These tasks include:
 - Create a shared resource listing commonly encountered CAD file formats and software that is available for viewing and transforming them.
 - Gathering of sample files to submit to the UK National Archives to be added to PRONOM for their file format database.
 - Develop a lobbying strategy and international partnerships to jointly lobby software vendors for open preservation licenses to software.
 - Reach out to non-archivist groups that are also working on CAD preservation (such as LOTAR) to share knowledge.
- These efforts are predominantly focused on preserving older technology/software, though we expect to expand the focus of this working group to tackle issues related to researching trends/future technology and software used by design disciplines, as well as engaging design professionals to establish proactive partnerships with records creators.
- Several of the initiatives are presently underway, beginning with building international (Canada and United Kingdom) counterparts and hopefully formal partnerships. With about 20 Roundtable members contributing to these efforts, we expect to have significant progress to share in the coming year.

STRATEGIC PLAN

Goal 1: Advocating for Archives and Archivists

1.2 Educate and influence decision makers about the importance of archives and archivists. We would like to collaborate more with record creators to create standards for the digital files they create, specifically standards for preservation worthy files for deposit in archives.

Goal 2: Enhancing Professional Growth

2.2 Deliver information and education via methods that are accessible, affordable, and keep pace with technological change. Continue to cultivate partnerships with other key SAA selections and roundtable.

These alliances will enable us to better serve the needs of our increasingly diverse members. Many of our members are responsible for collections other than architectural records and spend only a fraction of their time preserving architectural collections, so it will be crucial to provide integrated, well-rounded professional development opportunities, resources, and networks.

Goal 3: Advancing the Field

3.3. Participate actively in relevant partnerships and collaborations to enhance professional knowledge. Establish alliances with architectural records partners outside of SAA (includes: Society of Architectural Historians, American Institute of Architects (AIA), Committee for the Preservation of Architectural Records (COPAR), the Architecture Section of the Art Library Society of North America (ARLIS), Association of Architecture School Librarians (AASL), and the International Confederation of Architectural Museums (ICAM).

Goal 4: Meeting Members' Needs

4.2. Create opportunities for members to participate fully in the association. The ARR is going to examine the potential for a workshop between archivists and architects/record creators for 2018, specifically to further foster a collaborative working relationship to preserve these records and to train archivists on how to utilize the design software used to create these records.

ANNUAL MEETING

Number of Attendees: 46

Summary of Meeting Activities: The Architectural Records Roundtable had an update on our Google site from Tim Walsh, specifically on the inclusion of a discussion forum tab. Zach Vowell from the Software Preservation Network presented on the work the SPN is doing this year. The CAD/BIM Taskforce provided an update on our survey for archivists and architects that manage born digital design records. After the CAD/BIM Survey update, we broke into discussion groups focusing on the below four questions. The summaries of each group's show some common themes around training, outreach to records and software creators, as well as the plethora of questions we need answers to to help us become more strategic in our approach to preserving and providing access to digital design files.

Link to Meeting Minutes:

<https://docs.google.com/document/d/1p18LiY8i7jrP3FfkeZtuCKpkxhI2brYQPWbefunjcA/edit>

QUESTIONS FOR COUNCIL

With the move from Roundtable or Section to Group, we are concerned with ensuring that we continue to receive space at the annual conference for our business meeting. We are also concerned with ensuring that our eligibility is not removed. As a smaller group, we would run the risk of being terminated if status is entirely determinate on size. Our business meeting is an extremely important component of the annual meeting, and losing SAA's support to congregate in a conference space would be a great loss.

Archival Educators Roundtable

Council Liaison: Amy Cooper Cary

Report Submitter: Beth Davis-Brown, bbro@loc.gov

ROSTER

Donald Force, Chair

Beth Davis-Brown, Immediate Past Chair

Edward Benoit, Steering Committee Member

Carolyn Hank, Steering Committee Member

Miriam Meislik, Steering Committee Member

Seth Shaw, Steering Committee Member

ACTIVITIES

See attached report

STRATEGIC PLAN

See attached report

ANNUAL MEETING

Number of Attendees: 16

Summary of Meeting Activities: See attached report

Link to Meeting Minutes:

QUESTIONS FOR COUNCIL

The group would like to have its meeting time during the annual meeting returned to its previous time of 4:00 pm on Wednesday afternoon. This year it was switched to Friday morning at 7:30 am, which we feel limited attendance. See annual report.

**Report of the Archival Educators Roundtable
2015-2016
Society of American Archivists
Beth Davis-Brown, Chair**

The Archival Educators Roundtable (AERT) attempted to regain its footing in the past year by surveying the membership and determining the degree of interest in keeping the roundtable afloat. The survey did provide some interesting data about the types of members in the group, what their interests are in terms of topics to explore as a group, and the members who are interested in serving in leadership roles for the AERT in the future.

Membership Survey

Working closely with SAA Council liaison Amy Cooper Cary, Chair Beth Davis-Brown prepared draft survey questions that were shared with and shaped by the steering committee to create the survey. After much input and discussion, the instrument was finalized in SurveyMonkey with the assistance of Felicia Owens of the SAA staff. It was decided not to include in this particular survey questions about the SAA Student Chapters at various institutions, but that survey could be handled in a separate effort at a later time to avoid confusion.

Responses were received during almost two weeks in June with a response rate of 12% (See Appendix 1.) Survey results and a summary appear in Appendix 2.

One of the benefits of the survey results being received in June was the opportunity to contact respondents who had expressed interest in serving on the steering committee and/or making a presentation to the group.

We were able to recruit two new steering committee members to run to replace outgoing members Kelvin White and Donald Force. Donald Force was in turn convinced to run for chair. Edward Benoit, II, assistant professor and coordinator of the Archival Studies Program at the School of Library and Information Science at Louisiana State University, and Miriam Meislik, media curator at the University of Pittsburgh and adjunct lecturer in the School of Information Sciences there, were contacted from their survey responses and agreed to run.

Annual Meeting

Sixteen SAA members attended the annual meeting of the AERT in Atlanta at 7:30 am on Friday, August 5. (See Appendix 3 for the full agenda.)

Alison Clemens spoke first from the SAA Committee on Education regarding the ongoing support for the DAS curriculum, the development of an arrangement and description curriculum certificate, and ongoing maintenance of the *Guidelines for a Graduate Program in Archival History*.

SAA Council liaison Amy Cooper Cary provided details and more information about the changes with roundtables and interest groups that were voted upon, so that the AERT will become a section along with all other former round tables and interest groups. Details on this change were circulated broadly in Council minutes to the SAA Membership.

Davis-Brown started a discussion of the group's new meeting time (7:30 am on Friday morning of the conference; previously it had met on Wednesday afternoon at 4:00 pm.)

The group agreed that they would prefer to not have a meeting so early in the day and that they would like to have the AERT meet closer to but not in conflict with the time of the Research Forum. The Research Forum for 2016 was on Tuesday from 9:00 am – 5:00 pm. Returning the AERT meeting time back to the Wednesday at 4:00 pm slot would possibly engage more attendees at the AERT meeting itself if archival educators had traveled to the annual meeting specifically for the Research Forum. We agreed to bring this issue to the attention of SAA leadership through our SAA Council liaison and through this report.

Davis-Brown introduced the group to the survey of the AERT membership that was conducted and reviewed the results. Please see summary results in Appendix 2.

For the program portion of the meeting, Helen Tibbo had volunteered in her survey response to lead a discussion of engendering discussion in the online classroom. Amy Cooper Cary of Marquette University agreed to assist Tibbo, and they led a wide ranging discussion for the group about student and instructor interaction in the online classroom, both in synchronous and asynchronous courses. It is a distinct skill for archival educators to be able to prepare and teach online courses in addition to still teaching face-to-face courses. The group came up with some ideas for future topics that may be of interest to the AERT members:

- How to create an effective short form video for classes
- Provide an internal list of experts and 15-minute videos on topics that could be integrated into various courses
- Create a "data bank" of recorded videos and podcasts that could be shared by AERT members to use in teaching their courses. The AERT could be the repository for this resource
- Guest "lecturers" could be recruited from the archival community to present in online courses via a recorded Skype session and then be available for a week in an online forum to answer follow-up questions and participate in discussions
- Create a general resource bank for online educators, regarding pedagogical techniques and sample collections to process
- A case study bank that would be shared could also be very useful ("crowd sourced" case studies)

Appendix 1. Message to membership introducing the survey

June 6, 2016

Dear Archival Educators Roundtable Members,

Clicking on the link below will allow you to respond to a survey regarding our membership. The AERT Steering Committee and the SAA Council are interested in knowing more about the types of positions our members hold and the kind of programming you would like to see in the future from the AERT.

Please give careful consideration to the question asking whether you would be willing to serve on the AERT Steering Committee. As a Steering Committee member, you can influence the direction of the AERT and take part in larger SAA initiatives.

Please complete the survey by June 19, 2016, so that we can compile your responses and have summary data available to share at our August meeting at the SAA Annual Conference.

<https://www.surveymonkey.com/r/D7QJL5W>

Thank you in advance for your participation and feedback.

Sincerely,
Beth Davis-Brown
Chair, AERT Steering Committee

Steering Committee Members
Donald Force
Carolyn Hank
Cecilia Salvatore
Seth Shaw
Kelvin White

Amy Cooper Cary, SAA Council Liaison

Appendix 2. Highlights from the AERT Membership Survey

The survey drew 59 respondents out of 485 on the AERT listserv for a response rate of 12%. Below are selected highlights:

Almost 72% of respondents teach in face-to-face settings. (They may also teach in online or hybrid environments)

Just over 88% of respondents taught courses as part of the curriculum in a degree program. Those teaching workshops to archives users or potential users were at 32.56%

In question 9, about 20% of respondents indicated that the main component of their work was providing bibliographic instruction or outreach in an academic, corporate, or non-profit community.

In terms of program planning for the AERT's annual meeting, the responses to question 10 were very helpful. The top topics participants would like to hear presentations on, in order are:

- Presentations on pedagogy
- Programs by archival practitioners on concrete aspects of their work
- Equal internet was expressed in having programs on new research in the archives field and receiving alerts through the year on relevant topics

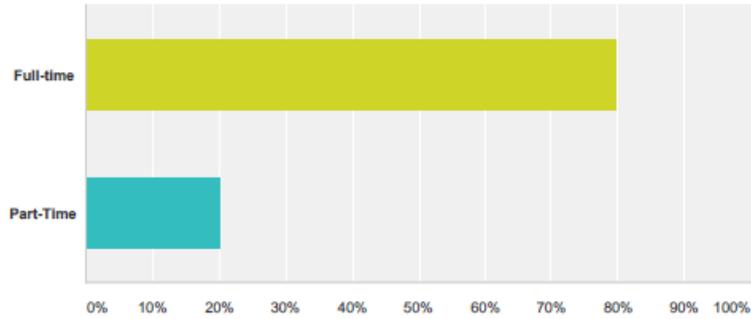
Of least interest was the option of presentations by well-known authors/editors in the archival literature. This indicates that the educators feel that they are up to date on the theoretical aspect of their work, which seems logical, and that they would prefer to hear about practical topics such as teaching methods or learn from practitioners about "real-life" archival projects and priorities.

Sixteen respondents expressed interest in serving on the AERT Steering committee. This provided a good list of potential candidates for following years and informed the slate for this year's election.

AERT Membership Survey

Q1 Which of the following best describes your position at your institution:

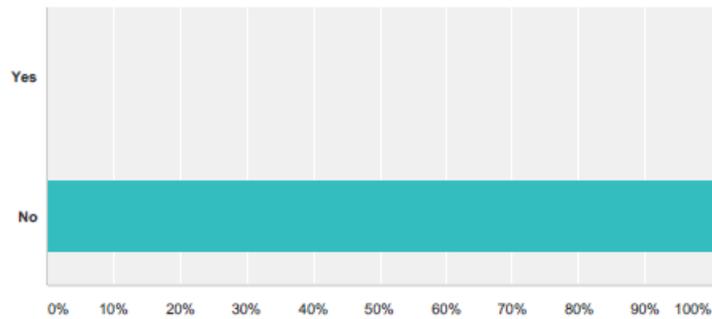
Answered: 59 Skipped: 0



| Answer Choices | Responses |
|----------------|-----------|
| Full-time | 79.66% 47 |
| Part-Time | 20.34% 12 |
| Total | 59 |

Q2 Do you also teach part-time at another institution?

Answered: 10 Skipped: 49



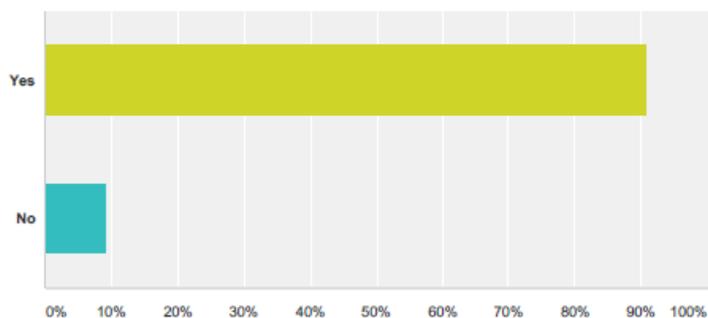
| Answer Choices | Responses |
|----------------|------------|
| Yes | 0.00% 0 |
| No | 100.00% 10 |
| Total | 10 |

Q3 Do you also work as a part-time or full-

AERT Membership Survey

time archivist?

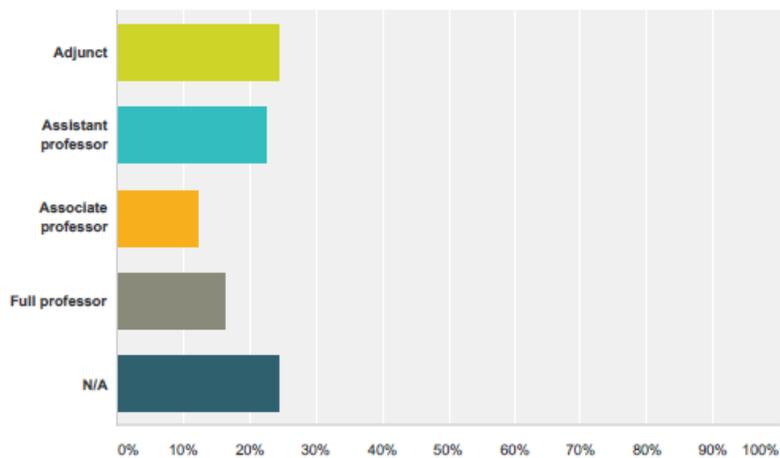
Answered: 11 Skipped: 48



| Answer Choices | Responses | Count |
|----------------|-----------|-----------|
| Yes | 90.91% | 10 |
| No | 9.09% | 1 |
| Total | | 11 |

Q4 Please indicate your status:

Answered: 49 Skipped: 10



| Answer Choices | Responses | Count |
|---------------------|-----------|-------|
| Adjunct | 24.49% | 12 |
| Assistant professor | 22.45% | 11 |
| Associate professor | 12.24% | 6 |

AERT Membership Survey

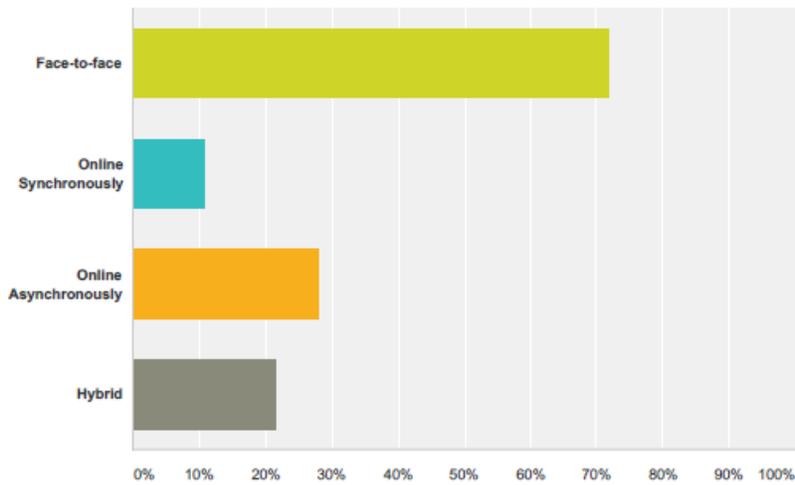
| | | |
|----------------|--------|-----------|
| Full professor | 16.33% | 8 |
| N/A | 24.49% | 12 |
| Total | | 49 |

Q5 How many years have you taught?

Answered: 47 Skipped: 12

**Q6 In what type of setting do you teach?
(check all that apply):**

Answered: 46 Skipped: 13



| Answer Choices | Responses |
|------------------------------|-----------|
| Face-to-face | 71.74% 33 |
| Online Synchronously | 10.87% 5 |
| Online Asynchronously | 28.26% 13 |
| Hybrid | 21.74% 10 |
| Total Respondents: 46 | |

Q7 How many courses a year do you teach regularly?

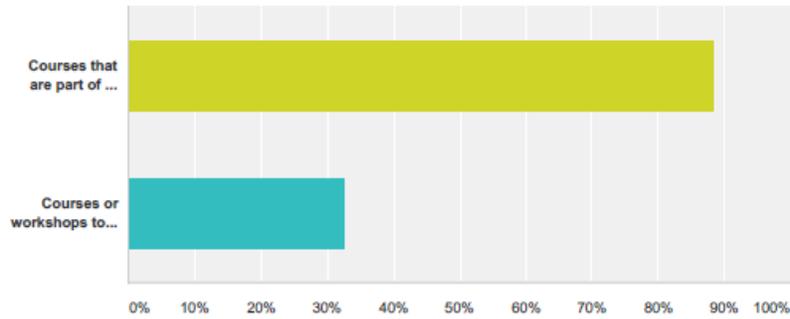
Answered: 43 Skipped: 16

**Q8 What type of courses do you teach?
(check all that apply):**

3 / 6

AERT Membership Survey

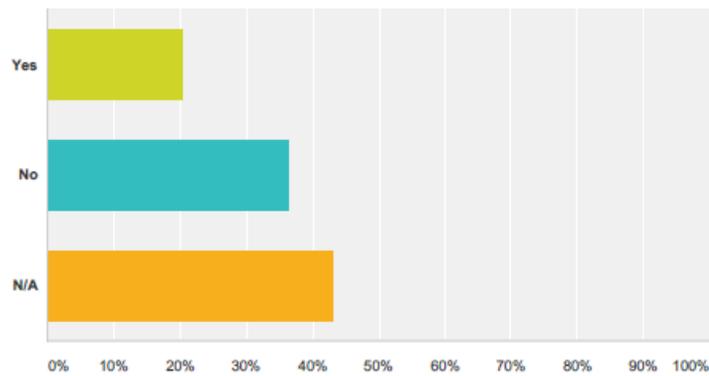
Answered: 43 Skipped: 16



| Answer Choices | Responses |
|---|-----------|
| Courses that are part of the curriculum in a degree program | 88.37% 38 |
| Courses or workshops to archives users or potential users | 32.56% 14 |
| Total Respondents: 43 | |

Q9 If you are not a full-time instructor in a degree program, is the main component of your work providing bibliographic instruction or outreach in an academic, corporate, or non-profit community?

Answered: 44 Skipped: 15



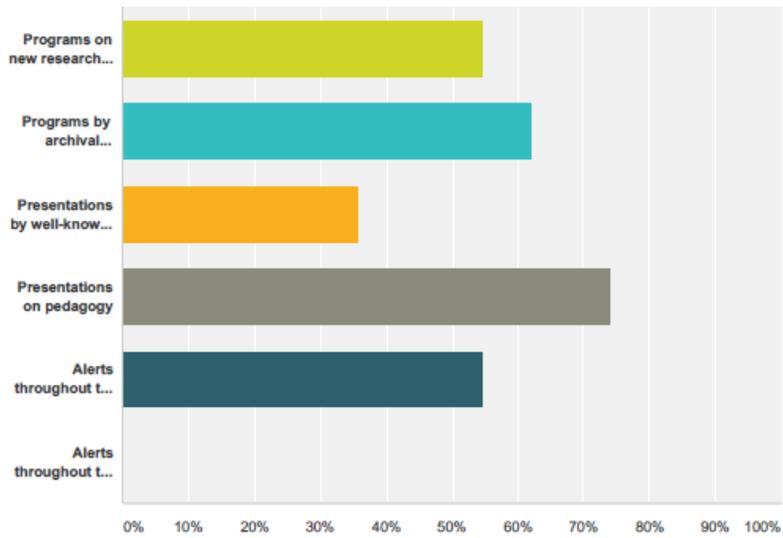
| Answer Choices | Responses |
|----------------|-----------|
| Yes | 20.45% 9 |
| No | 36.36% 16 |
| N/A | 43.18% 19 |

AERT Membership Survey

| | |
|-------|----|
| Total | 44 |
|-------|----|

Q10 Which of the following would you like to see from the Archival Educators Roundtable? (check all that apply):

Answered: 42 Skipped: 17

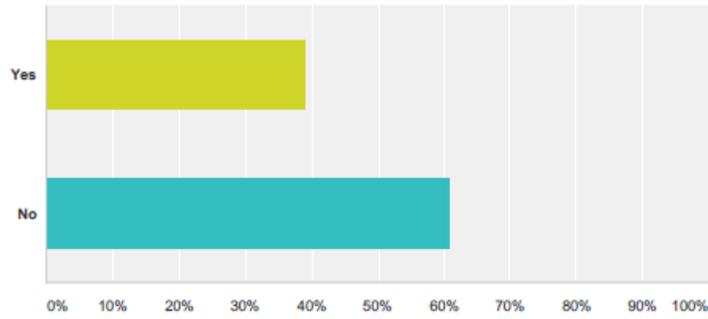


| Answer Choices | Responses |
|--|-----------|
| Programs on new research in the archives field | 54.76% 23 |
| Programs by archival practitioners on concrete aspects of their work | 61.90% 26 |
| Presentations by well-known authors/editors in the archival literature | 35.71% 15 |
| Presentations on pedagogy | 73.81% 31 |
| Alerts throughout the year on relevant topics | 54.76% 23 |
| Alerts throughout the year | 0.00% 0 |
| Total Respondents: 42 | |

Q11 Would you be willing to serve on the AERT Steering Committee?

Answered: 41 Skipped: 18

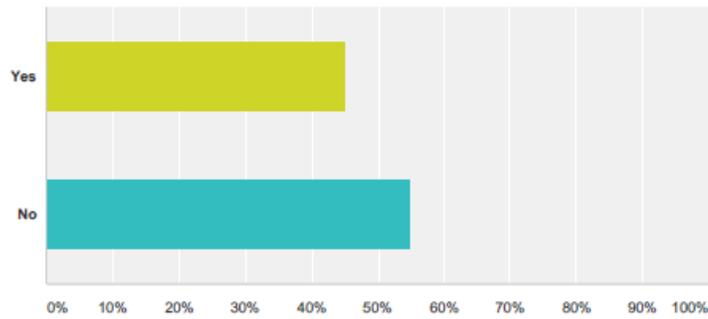
AERT Membership Survey



| Answer Choices | Responses | Count |
|----------------|-----------|-----------|
| Yes | 39.02% | 16 |
| No | 60.98% | 25 |
| Total | | 41 |

Q12 Would you be willing to be a speaker at the group's annual meeting?

Answered: 40 Skipped: 19



| Answer Choices | Responses | Count |
|----------------|-----------|-----------|
| Yes | 45.00% | 18 |
| No | 55.00% | 22 |
| Total | | 40 |

Appendix 3. Archival Educators Roundtable Meeting Agenda

Please note new date and time from previous years!

Friday, August 5, 2016

7:30 am-9:00 am Salon B. Hilton Hotel

We look forward to seeing you bright and early on Friday morning for the Archival Educators Roundtable Meeting!

Agenda

Recognition of new officers

Chair

Donald Force

Assistant Professor, School of Information Studies, University of Wisconsin-Milwaukee

New Steering Committee Members

Edward Benoit, III

Assistant professor and coordinator of Archival Studies and Cultural Heritage Resource Management Programs in the School of Library and Information Science, Louisiana State University

Miriam Meislik

Media Curator, Archives Service Center, University of Pittsburg; Adjunct Lecturer in the School of Information Science

Update on DAS curriculum, the development of an arrangement and development curriculum certificate, and ongoing maintenance of the Guidelines for a Graduate Program in Archival History

Alison Clemens

Vice-chair, SAA Committee on Education

Archivist, Beinecke Rare Book and Manuscript Library, Yale University

Announcements from SAA Council and Update on SAA Initiatives

Amy Cooper Cary

SAA Council and Liaison to the Archival Educators Roundtable

Head, Special Collections and University Archives, Marquette University

Adjunct Professor, School of Information Studies, University of Wisconsin-Milwaukee

Review of AERT Survey Results

Beth Davis-Brown

Chair, Archival Educators Roundtable

Encouraging and Fomenting Discussion in Online Course Settings

Moderators:

Helen Tibbo, former SAA President
Alumni Distinguished Professor
UNC School of Information and Library Science

Amy Cooper Cary

Archival History Roundtable

Council Liaison: Erin Lawrimore

Report Submitter: Eric Stoykovich, EricStoykovich@gmail.com

ROSTER

Eric Stoykovich, Chair
Kelly Kolar, Vice Chair/Chair-Elect
Jennifer Mitchell, Steering Committee Member
Trace Ciaran, Steering Committee Member
Tamar Zeffren, Steering Committee Member

ACTIVITIES

Completed

- AHS's Bibliography of Archival History (compiled and edited by the Steering Committee) and updated as of end of August 2016: <http://www2.archivists.org/groups/archival-history-roundtable/bibliography-of-archival-history-now-available>
- AHRT's Readers' Guide on the History of Southern Archives (released to microsite July 2016): <http://www2.archivists.org/groups/archival-history-roundtable/ahrts-readers%E2%80%99-guide-on-the-history-of-southern-archives>
- AHRT's Twitter account: <https://twitter.com/archivalhistory>

Ongoing

- New Select History of the World's Archives, 1588-1898 bibliography
- Archival History Section Publication Working Group is exploring the option of creating a publication venue for short studies in archival history
- Ongoing work on bibliographies, including adding to AHS's Bibliography of Archival History bibliography
- Maintenance of Twitter account (68 Tweets and 134 Followers since April 2015)

New

- Explore the possibility of creating a presence on Academia.edu
- Explore the possibility of posting lists of currently offered college-level or graduate courses, or possibly syllabi, devoted mainly to the history of archives
- Explore the possibility of making a connection with the American Historical Association. Its Research Division is charged with furthering "the history profession's relationship with archivists and librarians, repositories and archives, and various agencies of government on matters pertaining to scholarly research. The Division works closely in these matters with the National Coordinating Committee for the Promotion of History." (<https://www.historians.org/about-aha-and-membership/governance/divisions/research>).

STRATEGIC PLAN

Goal 1: Advocating for Archives and Archivists

Explore the possibility of making a connection with the American Historical Association. Its Research Division is charged with furthering “the history profession’s relationship with archivists and librarians, repositories and archives, and various agencies of government on matters pertaining to scholarly research. The Division works closely in these matters with the National Coordinating Committee for the Promotion of History.” (<https://www.historians.org/about-aha-and-membership/governance/divisions/research>).

Goal 2: Enhancing Professional Growth

Archival History Section Publication Working Group is exploring the option of creating a publication venue for short studies in archival history

Goal 3: Advancing the Field

Creating a New Select History of the World’s Archives, 1588-1898 bibliography

Archival History Section Publication Working Group is exploring the option of creating a publication venue for short studies in archival history

Goal 4: Meeting Members’ Needs

Maintenance of Twitter account: 68 Tweets and 134 Followers since April 2015

Explore the possibility of posting lists of currently offered college-level or graduate courses, or possibly syllabi, devoted mainly to the history of archives

ANNUAL MEETING

Number of Attendees: approximately 30 (28 officially signed in)

Summary of Meeting Activities:

Welcome and introductions (~5 min.)

Announcements (~10 min.)

Presentations and panel discussion (~70 min.) on the history of Southern Archives and Social Justice, including presentations by Ashley Stevens, Dr. Alex Poole, and Dr. Vicki Crawford, moderator Dr. Ciaran B. Trace.

Discussion of prospective AHRT publication (~10 min.), with Dr. Robert Riter

Closing / open networking and discussion of projects until 7:30 p.m.

Link to Meeting Minutes:

QUESTIONS FOR COUNCIL

I have submitted several questions to the representative on the Council, Erin Lawrimore, and expect to continue to do so. Thanks!

Archives Management Roundtable

Council Liaison: Pam Hackbart-Dean

Report Submitter: Sheryl Williams, swilliam@ku.edu

ROSTER

Jelain Chubb, Chair
Nancy Lenoil, Vice Chair/Chair-Elect
Sheryl Williams, Immediate Past Chair
Ann Case, Secretary
Chrystal Carpenter, Steering Committee Member
Daria D'Arienzo, Steering Committee Member
Lynn Eaton, Steering Committee Member
Tamara Livingston, Steering Committee Member
Susan Malbin, Steering Committee Member
India Spartz, Steering Committee Member
Rebecca Wiederhold, *Ex Officio (Standards Committee Liaison)*

ACTIVITIES

Completed

Prepared a program for the annual meeting, a panel discussion, "Managing Your Career: Conversations about Hiring, Salaries, Career Planning and Everything in Between." Received request via Mott Linn to support referral of ACA's "Role Delineation Statement" to SAA standards committee for consideration as external standard. Conferred with membership via listserv, and sent to SAA standards committee, with information provided on diverse discussion we received on listserv.

Ongoing

Interest in assisting in development of certificate in archival administration, as conceptualized by Education Committee. Want to work with SAA Council, and other groups to support further discussion/education/advancement of issues raised in discussion of ACA's RDS as an external standard, including diversity and inclusion, educational requirements/certification/ and requirements for archival positions.

New

There is nothing new to identify at this time.

STRATEGIC PLAN

Goal 1: Advocating for Archives and Archivists

We did not focus on this issue during the past year.

Goal 2: Enhancing Professional Growth

Our annual meeting program consisted of a panel "Managing Your Career: Conversations about Hiring, Salaries, Career Planning, and Everything in Between."

Goal 3: Advancing the Field

Discussion of forwarding to the Standards Committee ACA's "RDS" for consideration as an external standard Learning about ideas being put forth for a new certificate in archival administration

Goal 4: Meeting Members' Needs

Largely through annual meeting with business meeting and program.

ANNUAL MEETING

Number of Attendees: 55

Summary of Meeting Activities: Program : a panel; discussion "Managing Your Career," with presentations by Steven Booth, Beth Myers (Smith College), Christina Zamon and Stephanie Bennett.

The business portion of the meeting included: an introduction of newly elected steering committee members and officers, a recognition of retiring steering committee members, a report from Council liaison Pam Hackbart Dean concerning changes upcoming to the roundtable/section structure, a report from Amy Schindler who gave an update on the SAA-ACRL-RBMS Joint Task Force on the Development of Standardized Statistical Measures for Public Services in Archival Repositories and Special Collections Libraries, a report from roundtable chair Sherry Williams on the recent listserv discussion of the standards question and subsequent referral to the SAA Standards Committee, a report from Sherry Williams on the possible development of a certificate in archival administration - being contemplated by the Education Committee.

Link to Meeting Minutes: Not yet available - will be soon.

QUESTIONS FOR COUNCIL

Our roundtable listserv recently generated much heated discussion around the question of standards, archival position requirements (referring specifically to Dennis Meissner's column in the May/June issue of "Archival Outlook," the pros and cons of archival certification the high number of applicants for open positions, the need for greater sensitivity to diversity and inclusion in our profession, and the need for broader dialog within SAA on standards issues. While we don't have a specific question for Council, the concerns expressed by members reflect real issues that can only benefit from further exploration.

Archivists and Archives of Color Roundtable

Council Liaison: Bergis Jules

Report Submitter: Aaisha Haykal, bookworme7787@yahoo.com

ROSTER

Maria Angel Diaz, Co-chair

Harrison Inefuku, Co-chair

Anita Mechler, Newsletter Editor
Sonia Yaco, Web Liaison
Ardra Whitney, Social Media Coordinator
Aaisha Haykal, Member-at-large

ACTIVITIES

Completed

Harold T. Pinkett Minority Student Award

- This year the Pinkett Award committee publicized the award to over 90 library, archives profession and history organizations. The committee received 7 applications this year which is down significantly from past years. Gailyn Bopp and Karen Hwang were selected as the two 2016 recipients.

Newsletter & Webmaster

- Newsletter Editor Micha Broadnax successfully published quarterly issues of the newsletters and featured articles written by the membership. Micha continued to use the new template that was developed by the former editor, Amber Moore.
- Webmaster, Sonia Yaco and the Senior-Chair and Vice-Chair met to discuss the AACR website. Sonia managed the transition of the website to the new platform. Additionally, we rearranged the site to be more user-friendly and added past officers from back to 1987-1988. A survey was sent out to the membership to see how it is being currently used. There was a low response rate.
 - Preliminary Results
 - Range of people who never visited to those who visited often (didn't know it existed)
 - Viewed the Newsletter and the AACR Member Directory
 - Would like to site to include: Event Calendars, Webinar Recordings, External Conference Updates, Social Media
- Ardra Whitney returned as Social Media Coordinator for the Roundtable late last year and has continued to create a stronger online presence for the Roundtable via Twitter. She has posted daily articles and information relevant to the issues and concerns of archivists and archives of color. The Senior Chair has been managing the Facebook presence and has posted about AACR activities and cross posted to relevant FB groups.
 - Activities
 - February 23rd : Black History Month-Hallowed Grounds; Hosted by Aaisha Haykal
 - March 22nd : Cultural Competency Webinar by Helen Wong Smith, Library and Archivist at the College of Pharmacy at the University of Hawai'i at Hilo Recording
<http://iastatelibrary.adobeconnect.com/p28i8rt2in5/>
 - April 26th : Documenting Social Justice and Social Media: Nadia Ghasedi (@lowvisghasedi), Associate University Librarian at Washington University in St. Louis; Bergis Jules (@BergisJules), University Archivist at UC Riverside; Stacie Williams (@Wribrarian), Learning Lab Manager and Curator of Architectural History at University of Kentucky - Special Collections Research Center; Jarrett Drake (@jmddrake), Digital Archivist at Princeton University; Sofia Becerra-Licha (@sbecerralicha), Archivist at Berklee College of Music

- June 28th : AACR Election Town Hall: Maria Angel Diaz, Vice-Chair, @diazarchives; Cheylon Woods, Vice-Chair, @cheylonkwoods; Anita Mechler, Newsletter Editor, @ChicagoBMRC
- July 26th: Funding and Advocacy: Andrea Jackson, Head of the Archives Research Center, AUC Robert Woodruff Library; Samip Mallick, Co-Founder and Executive Director of the South Asian American Digital Archive (SAADA)

Outreach/Meetup and Advocacy Activities

Meet-up Activities

Membership has expressed interest in coming together and getting to know one another outside of the annual meeting. Several meet-ups were hosted by AACR members across the country.

- Simmons Students of Color (SoCS) in Boston, MA (December 4, 2015) Hosted by Gabby Womack
- Los Angeles, CA in conjunction with the Los Angeles Archivists Collective (April 14, 2016); Hosted by Maria Angel Diaz
- Milwaukee, WI in conjunction with the Midwest Archivist Conference (April 28, 2016) Hosted by Harrison Inefuku and Aaisha Haykal

Advocacy Activities

The membership responded to one major advocacy issue the Orlando Shooting at the Pulse Nightclub.

- In June 20 2016, AACR Leadership was approached by Issues and Advocacy Roundtable to do a post either by ourselves or in collaboration with relevant roundtables such as LAGAR and LACCHA
- June 27, 2016 LAGAR reached out with a draft. AACR Leadership made edits
- Blog was posted on June 29, 2016 to the I&A site and can be found here (<https://issuesandadvocacy.wordpress.com/2016/06/29/leaders-of-aacr-laccha-lagar-on-orlando-archivists-role-in-creating-a-more-diverse-society/>)
- It was also linked from SAA President Dennis Meissner's Blog

History Taskforce

- Completed a history of the roundtable and conducted interviews with some of the early founders of the roundtable. The TaskForces Report will be posted to the AACR website

Ongoing

- Regional Meet-Ups
- Newsletter
- Twitter Chats and/or webinars
- Expanding on history of the Roundtable, especially for the 30th year anniversary
- Working with SAA on cultural competency efforts

New

- Conducting interviews with past Pinkett Award Recipients
- We have a new intern, Hannivett Nabahe
- Seek collaborative opportunities with other roundtables and sections

STRATEGIC PLAN

Goal 1: Advocating for Archives and Archivists

We have supported 1.1. Provide leadership in promoting the value of archives and archivists to institutions, communities, and society.

- * Creation and dissemination of the AACR Newsletter
- * Collaborative Statement with LAGAR and LACCHA on the shooting in Orlando

Goal 2: Enhancing Professional Growth

We have supported 2.1. Provide content, via education and publications, that reflects the latest thinking and best practices in the field.

- *Quarterly publication of our newsletter, which highlights member activities, institutions, and issues facing the field

We have supported 2.2. Deliver information and education via methods that are accessible, affordable, and keep pace with technological change.

- *Monthly twitter chats or webinar educational opportunities to provide people the engage with each other around issues such as grants, outreach, advocacy, social justice

- *Manage with SAA Listserv, where members and list participants pose questions and post job opportunities and information about conferences/workshops/lectures that are related to the mission and vision of AACR

Goal 3: Advancing the Field

We have supported 3.1. Identify the need for new standards, guidelines, and best practices and lead or participate in their development.

- *Collaborated with Helen Wong Smith to host a webinar on cultural competency, which was then posted online for people to view. This collaboration led to the Midwest Archives Conference (MAC) program committee for 2017 to include a cultural competency component in the workshop portion. These opportunities were brought by the AACR Leaders, Aaisha Haykal and Harrison Inefuku

Goal 4: Meeting Members' Needs

We have supported 4.1. Facilitate effective communication with and among members.

- *Manage with SAA Listserv, where members and list participants pose questions and post job opportunities and information about conferences/workshops/lectures that are related to the mission and vision of AACR
- *Manage with Twitter and Facebook pages to communicate with members. Members have also discussed the need for another outlet such as LinkedIn and the leadership will look into this.
- *Manage and update the website to reflect the most update activities and actions taken by the roundtable.

We have supported 4.3. Continue to enrich the association and the profession with greater diversity in membership and expanded leadership opportunities.

*With the regional meetups we are engaging people in the local area who may not be members, but who are working in areas that support our mission and vision. These outreach activities promote the association and the roundtable.

*Each year we do a call for nominations for people to join the roundtable leadership and for them to serve on committees. This year we selected our first intern and we are happy to have her on to see how SAA works.

ANNUAL MEETING

Number of Attendees: 75

Summary of Meeting Activities:

*Welcome from Aaisha Haykal, AACR Senior Co-Chair, discussed 2015-2016 activities and the award recipients

*Celebrations of Life: Brenda Banks, with remarks from the audience by people who knew her

*AACR History Taskforce Report from Ms. Rebecca Hankins

*Brief Presentations (5 minutes) Angela Ford-Obsidian Archives Julieanna Richardson-
Minority Training Program Fellows Cecily Marcus-Umbra Project

*Message from Incoming Chair-Harrison Inefuku

*Member Announcements

*Closing and tour of the Auburn Avenue Research Center

Link to Meeting Minutes:

QUESTIONS FOR COUNCIL

- Memorial Resolution for Brenda Banks, can it be formally accepted by SAA Council?
- Does SAA plan to respond to the police brutality issues that have been occurring throughout this country?
- Can LACCHA, AACR, WAR, and WCRT not have their meetings at the same day and/or time? Can staggering happen?

Archivists of Religious Collections Section

Council Liaison: Courtney Chartier

Report Submitter: Wesley W. Wilson, wwwilson@depauw.edu

ROSTER

Denise Gallo, Chair

Janet Hauck, Vice Chair/Chair-Elect

Wesley Wilson, Immediate Past Chair

Russell Gasero, Secretary
David Kingma, Newsletter Editor
Jillian Ewalt, Member-at-large
Lauren Goodley, Member-at-large
Melanie Maxwell, Member-at-large
Carole Prietto, Web Liaison/Social Media Coordinator

ACTIVITIES

Completed

Planning and presentation of the annual meeting program.

Ongoing

Planning for the 2017 annual meeting program.

New

None

STRATEGIC PLAN

Goal 1: Advocating for Archives and Archivists

Programs centered on this.

Goal 2: Enhancing Professional Growth

Program assists ARCS members with professional growth.

Goal 3: Advancing the Field

New developments in religious archives are shared and presented at the annual meeting.

Goal 4: Meeting Members' Needs

Annual meeting program topics are in response to members wishes and needs.

ANNUAL MEETING

Number of Attendees: 50

Summary of Meeting Activities: Presentation of minutes from last meeting, reports from the steering committee, presentation of new steering committee members and thanks to out-going steering committee members, announcements, news from council liaison, program, and reception for ARCS members.

Link to Meeting Minutes:

QUESTIONS FOR COUNCIL

None.

Business Archives Section

Council Liaison: Rachel Vagts

Report Submitter: Bill Jackson, bill.jackson@harley-davidson.com

ROSTER

Jamie Martin, Chair
Eric Chin, Vice Chair
Bill Jackson, Immediate Past Chair
Marie Force, Secretary
Angelique Richardson, Editor
Ryan Donaldson, Vice Editor
Erin Norris, Member-at-large

ACTIVITIES

Completed

The 2016 BAS Colloquium was successfully held at the Annual Meeting in Atlanta. Topics were preservation and digitization of AV materials and care of three-dimensional objects. Notes on 3-D object care breakout sessions and AV powerpoint available on request. Three steering committee meetings were held in January, April and June of 2016. Meeting minutes available on request.

Ongoing

The BAS continues to seek a possible database of section members, including sortability by industry type. Past secretary Shaun Kirkpatrick was working with SAA on this. Marie Force will continue to investigate possibilities.

New

Jamie Martin has proposed an mentoring program specific to BAS section members. Infrastructure, details and communication plans are not yet in place.

STRATEGIC PLAN

Goal 1: Advocating for Archives and Archivists

Online presence of "Advocating for Business Archives" page on section's page within SAA site is still available. <http://www2.archivists.org/groups/business-archives-section/advocating-business-archives-toolkit>. Also, see above about mentoring efforts.

Goal 2: Enhancing Professional Growth

BAS Colloquium at Annual Meeting is an annual event. The colloquium will continue to be free of charge and open to all Annual Meeting attendees.

Goal 3: Advancing the Field

See above about mentoring and colloquium. We strive to bring diverse topics to the colloquium annually that are of value to both newer and more experienced archivists. We also strive for better communication between sections. One example of this is the communication with the Intellectual Property Working Group on the topic of the Trans-Pacific Trade Agreement statement.

Goal 4: Meeting Members' Needs

Plans are in place for encouraging BAS members to submit session proposals for the 2017 Portland meeting by the Nov. 18th deadline. No proposals were submitted for the 2016 Atlanta meeting. However, the prior year, six were accepted for the Cleveland meeting. We hope to revive that success through efforts of BAS members Bill Jackson and Paul Lasewicz.

ANNUAL MEETING

Number of Attendees: 100 (Section Meeting)

Summary of Meeting Activities: See meeting minutes.

Link to Meeting Minutes:

<http://www2.archivists.org/sites/all/files/BAS%20Annual%20Business%20Meeting%202016-08-05.pdf>

QUESTIONS FOR COUNCIL

None at this time.

Collection Management Tools Roundtable

Council Liaison: Rachel Vagts

Report Submitter: Matt Gorzalski, mgorzalski@lib.siu.edu

ROSTER

Jasmine Jones, Chair
Stephanie Bennett, Vice Chair/Chair-Elect
Carolyn Runyon, Web Liaison
Martha Conway, Steering Committee Member
Daniel Weddington, Steering Committee Member
Caitlin Wells, Steering Committee Member

ACTIVITIES

Completed

- Repository Profiles
 - Roundtable leadership pursued resurrecting an old feature on the microsite called Repository Profiles. A 'profile' is a set of questions about implementing a collection management tool. Existing profiles document the early implementation of Archivist's Toolkit and Archon. The Roundtable wanted to obtain profiles for ArchivesSpace users.

- The Roundtable drafted questions regarding implantation planning and challenges and sent a call for volunteers. Only 2 expressed interest and 1 submitted a profile. We see this as an ongoing project open to whoever wants to highlight their institution.
- See <http://www2.archivists.org/groups/collection-management-tools-roundtable/repository-profiles> for profiles
- Collection Management Tools Documentation Portal
 - Web Liaison Eric Milenkiewicz moved the 2015 submissions off of Google Drive and onto the microsite. He also drafted submission instructions: <http://www2.archivists.org/groups/collection-management-tools-roundtable/cmt-documentation-portal>
 - The Roundtable issued another call for submissions in Spring 2016 and only received 1 new manual. There are now a total of 30 manuals for ArchivesSpace, Archivists' Toolkit, Archon, CuadraSKCA, Oral History Metadata Synchronizer (OHMS), and Past Perfect.

Ongoing

None.

New

None.

STRATEGIC PLAN

Goal 1: Advocating for Archives and Archivists

N/A

Goal 2: Enhancing Professional Growth

2.1: Provide content, via education and publications, that reflects the latest thinking and best practices in the field.

- The collection management tool documentation portal provides in-house manuals, workflows, solutions, guidelines, policies, and procedures for archivists seeking to establish or improve collection management tools in their institution. Besides facilitating information sharing, access to this documentation provides a method of continued support of legacy tools such as Archon and Archivist's Toolkit.
- The repository profiles showcase a given institution's implementation of a collection management tool, and provides roundtable members with examples of colleagues doing similar work or facing similar challenges, which potentially results in information sharing and networking

2.2: Deliver information and education via methods that are accessible, affordable, and keep pace with technological change.

- The documentation portal is freely available via the roundtable microsite.
- The repository profiles are freely available via the roundtable microsite.

2.3: Support the career development of members to assist them in achieving their goals. •

- The roundtable's 2016 annual meeting provided members with an opportunity to present to their professional colleagues.

Goal 3: Advancing the Field

N/A

Goal 4: Meeting Members' Needs

4.1: Facilitate effective communication with and among members.

- The CMT Roundtable streamed its 2016 annual meeting using Google's Hangouts on Air which is automatically saved as a YouTube video

4.2: Create opportunities for members to participate fully in the association.

- The Roundtable solicited additional manuals from CMTRT members for inclusion in the documentation portal.
- The 2016 annual meeting invited roundtable members to give presentations on current topics regarding collection management tools.
- The repository profile initiative was an open call for all roundtable membership to voluntarily participate in.

ANNUAL MEETING

Number of Attendees: >100 (did not do official count)

Summary of Meeting Activities:

Collection Management Tools Roundtable Meeting Agenda

Wednesday, August 3, 2016

4:00 - 5:30 PM

Salon C Hilton Atlanta, 255 Courtland Street NE, Atlanta, GA 30303

4:00-4:05: Welcome and Announcements

4:05-4:20: Review of Year's Activities

4:20-5:25: Presentations and Q&A

5:25-5:30: Council Liaison Announcements

Mark Custer (Yale University) and Susan Pyzynski (Harvard University), ArchivesSpace public interface

Come hear an update about the new ArchviesSpace Public Interface, which is scheduled for its official release early next year. Mark Custer, from Yale, and Susan Pyzynski, from Harvard, will provide an overview of the project as well as directions so that you will be able to explore the new interface on your own with real-world examples of archival description. Questions encouraged.

Matt Gorzalski (SIU Carbondale), Archon Update Project

This presentation will discuss a collaborative project undertaken by a group of Archon users and Library Host to update Archon and make it a viable collection management tool for the next few years. The project updated Archon's PHP so that it works under current versions of PHP, and address security issues. This project is a proof-of-concept of community code development and support for open source software.

Morag Boyd (Ohio State), Archival Management Systems at The Ohio State University

The Ohio State University Libraries began working to consolidate and normalize archival description across the seven special collections units, including implementation of a single archives management system to replace multiple approaches and systems, about three years ago. This presentation will explore the opportunities and challenges of this process, including the initial selection of ArchivesSpace in fall 2013, and the subsequent decision to suspend implementation of ASpace in fall 2015 and to implement Archivists' Toolkit instead. OSUL will share the lessons we learned, why we chose to abandon ASpace in favor of AT, and make some suggestions for how the community could move forward together to improve tools for collection management.

Link to Meeting Minutes: See our recording meeting here:

<https://www.youtube.com/watch?v=ONkTkDw1hC4>

QUESTIONS FOR COUNCIL

None.

College and University Archives Section

Council Liaison: Bergis Jules

Report Submitter: Katherine Stefko, kstefko@bowdoin.edu

ROSTER

Katherine Stefko, Chair
Rebecca Goldman, Vice Chair/Chair-Elect
Cynthia Ghering, Immediate Past Chair
Amy Allen, Steering Committee Member
Greg Bailey, Steering Committee Member
Caroline Daniels, Steering Committee Member
Benn Joseph, Steering Committee Member
India Spartz, Steering Committee Member
Christina Zamon, Steering Committee Member
Michelle Sweetser, Newsletter Editor
Claude Zachary, Web Liaison
Rebecca Wiederhold, Ex Officio (Standards Committee Liaison)

ACTIVITIES

Completed

THE ACADEMIC ARCHIVIST BLOG

The Academic Archivist was successfully migrated from a quarterly paper/PDF newsletter to a dynamic blog for archivists affiliated or interested in college and university archives. This was a major undertaking and achieved in large part to Michelle Sweetser, newsletter/blog editor extraordinaire. (Past) Chair Cynthia Ghering and Vice Chair/Chair Elect Kat Stefko officially recognize and share our appreciation

for Michelle's dedication and hard work on the development of the new blog. In order to support the blog several C&UA steering committee members have administrative access to the new blog and a large editorial board of 11 members has been established. Approval was also sought and received from SAA Council for the section's new blog resource and the blog is linked per Council guidelines with the SAA site and C&UA microsite.

C&UA/SNAP TWITTER CHAT

SNAP leaders facilitated a joint C&UA/SNAP Twitter chat on Thursday, February 25th. The Twitter chat was successful with members of both C&UA and SNAP participating in the online discussion. The goal of the Twitter chat - to allow students to gain knowledge of higher education archives directly from those engaged in this work – was met and good discussion was shared between both SAA groups. The archive of the chat is available at: https://storify.com/SNAP_Roundtable/college-university-archives-section-joint-snaprt-c.

Ongoing

THE ACADEMIC ARCHIVIST blog

An important ongoing project for the College & University Archives section is the continued development of the new blog, including frequent postings of high quality and relevancy to college and university archivists.

MENTOR PROGRAM

The C&U Section continues to partner with the SAA Mentoring program to assist College & University archivists learn more about publishing and the tenure and promotion process, as well as promoting the program and matching mentors and mentees.

CAMPUS CASE STUDIES

The C&U Section continues to work with SAA's Director of Publishing Teresa Brinati and Publications Editor Chris Prom on the expansion and revitalization of the Campus Case Studies publication program. The section leadership struggled with the new publication workflow and the review process of one Campus Case Study submitted in 2016. The Steering Committee determined to assign responsibility for coordinating the C&UA steering committee review through the Vice Chair/Chair Elect position. Past Chair Cynthia Ghering worked with Publications Editor Chris Prom to refine the review workflow and clearly define the responsibilities of the C&UA steering committee and the SAA Publications Editor. Once these changes are reviewed and/or updated as needed on the SAA Publications web pages, the section steering committee will actively promote the Campus Case Studies publishing opportunity and solicit new case studies in 2017.

New

NEW PROJECTS AND INITIATIVES

The steering committee will continue to hold conference calls to support ongoing programs, activities, and projects. In 2016, Past Chair Cynthia Ghering used Doodle polls to identify dates and times for monthly steering committee meetings. Through her institution, Michigan State University, Ghering was able to use Zoom video/web conferencing system to facilitate the calls. After our face-to-face meeting on August 4, 2016, the steering committee (incoming, outgoing, and current members and chairs, vice chairs) all agreed that identifying one monthly date/time for a steering committee would be best. New

chair Kat Stefko will arrange this monthly time starting in September 2016. Ghering talked with Felicia Owens of SAA to investigate utilizing SAA's conferencing system; however, that does not seem to be a possibility at this time. Minor changes to the C&UA bylaws have been postponed due to the recently approved SAA Affinity Groups proposal and pending standard bylaw templates to be released by SAA. The most pressing bylaw changes include:

- Extending the Vice Chair/Chair Elect and Chair position to include a third year as the Past Chair to provide continuity in programming and assistance with submitting the Annual Report.
- Replacing references to The Academic Archivist newsletter with the new blog, url, and editorial board.
- Replacing the Newsletter Editor position, currently held by Michelle Sweetser, with the title and appropriate responsibilities of The Academic Archivist blog editor and determine appropriate term of service.
- Review Web Manager position, held with exemplary service by Claude Zachary since 2004, to determine what role, responsibilities, and term the position should have in light of changing modes of communication.

STRATEGIC PLAN

Goal 1: Advocating for Archives and Archivists

The C&UA Section advocates for archives and archivists by supporting fellow academic archivists through an active listserv forum, expanding blog The Academic Archivist, and well-attended section meeting. The C&UA section leadership is hoping to expand this advocacy with the quick turnaround time and decreased barriers to posting to the new blog and publishing Campus Case Studies, Blog entries and case study topics will be inspired by current events, listserv discussions, and invitations to members to share successes (and learn from failures) in the increasingly fast paced higher education environment.

Goal 2: Enhancing Professional Growth

The C&UA Section is enhancing professional growth with continued support of the SAA Mentoring Program, with a specific focus on the publication and professional service activities frequently required for academic archivists seeking tenure or a tenure-like status at their higher education institution

Goal 3: Advancing the Field

The C&UA Section is currently advancing the professional knowledge by playing a critical role in the revitalized Campus Case Study publication program. We will continue to build on this program by seeking and recruiting Campus Case Study authors and building support for this program into the C&UA leadership team by assigning responsibility to coordinate reviews with the Vice Chair/Chair Elect position and fully utilizing the partnership with SAA Publications Editor, Chris Prom.

Goal 4: Meeting Members' Needs

The C&UA section continues to provide outstanding service to members by migrating The Academic Archivist newsletter and exploring to a more dynamic and relevant blog format. With continued promotion and marketing, The Academic Archivist blog will give all academic archivists a venue for more timely articles and commentaries with a real-time opportunity for comment and further discussion. The C&UA section is considering ways of supporting the SAA Publications Committee's initiative "One Book, One Discussion" in 2016, and with a future publication/topic in 2017. In addition, the C&UA

section leadership is exploring opportunities to support the ARCHIVES 2017: alike/different programmatic theme through promotion of diversity and inclusion in the expanding membership of the archival profession, the communities we serve, and access and use of the collections we preserve.

ANNUAL MEETING

Number of Attendees: 150

Summary of Meeting Activities:

- The C&U section meeting began with announcements including the election results, followed by Chair Cynthia Ghering recognizing incoming and outgoing section committee members. Other announcements and speakers listed below:
 - SAA Council Updates (Council Liaison: Helen Wong Smith standing in for Bergis Jules)
 - Council approves Member Affinity Groups Proposal
 - OCLC Updates (Jackie Dooley)
 - SAA/ACRL-RBMS Joint Task Force Guidelines on the Development of Standardized Statistical Measures for Public Services in Archival Repositories and Special Collections Libraries (Amy Schindler)
 - SAA/ACRL-RBMS Joint Task Force on the Development of Guidelines for Primary Source Literacy (Sammie Morris)
 - 2016 Records Management Survey (Jackie Esposito, Penn State University)
 - <http://tinyurl.com/Records-Management-Survey>
 - Survey open until August 15, 2016
 - Goals of survey and research is to better understand RM in higher education institutions
 - From an operational standpoint where Records Management “should live”
 - Policies/procedures requirements
 - List of RM services important to colleges and universities
 - Elements of Operational Excellence for RM Programs in HE
 - Next steps for Jackie’s research based on survey results
 - Formal (in-person) Introduction of College & University Archives Section’s new online newsletter/blog (Michelle Sweetser, newsletter editor and now blog editor)
 - The Academic Archivist <https://academicarchivist.wordpress.com/>
 - Described creation of blog and new administrative workflows
 - Introduced Editorial Board – 11 volunteers joined via list messages in 2016: Alexis Adkins, John Bence, F. Keith Bingham, Jessica Breiman, Marty Firestein, Nick Graham, Aaisha Haykal, Mary Heady, Dina Kellams, Josh Schneider, Sandra Varry
 - Call for writers and content made to all present at section meeting
 - Goal is to post bi-weekly and maintain an active and useful blog for academic archivists
 - Teaching w/ Primary Sources (Chris Prom)
 - Introduced 2016 publication
 - SAA Publication’s 2016 “One Book, One Profession”
 - Shared list of related programming, and segued into Guest Speaker

- Guest Speaker – Peter Carini, Dartmouth College
 - Topic - Librarians Active Learning Institute Archives and Special Collections (LALI-ASC) program and developing archivists as teachers utilizing new approaches and ideas to promote active learning. Peter modeled an active learning exercise featuring a reproduction of a 1799 letter from Ebenezer Hazeltine to his brother Nathaniel; in the letter Hazeltine described inoculation against disease as well as plans for selling his old mare. The exercise was met with enthusiasm and encouraged section members to utilize new approaches in the classroom.
 - Discussion included several examples of primary source activities based in other universities as well as reflections on the elements of the exercise that contributed to the success of the ‘active learning’ and would benefit archives users of all ages and abilities.

Link to Meeting Minutes:

QUESTIONS FOR COUNCIL

None at this time.

Congressional Papers Roundtable

Council Liaison: Michelle Light

Report Submitter: Marc Levitt, vaxtang2010@yahoo.com

ROSTER

Danielle Emerling, Chair
 Marc Levitt, Immediate Past Chair
 Natalie Bond, Steering Committee Member
 Katie Delacenserie, Steering Committee Member
 Hope Grebner, Steering Committee Member
 Tammi Kim, Steering Committee Member
 Merrily Harris, Ex Officio
 Paul Karen, Ex Officio
 Robin Reeder, Ex Officio
 Sarah D’Antonio, Newsletter Co-Editor
 Mary Goolsby, Newsletter Co-Editor

ACTIVITIES

Completed

1. CPR Pre-SAA Conference meeting (53 attendees) August 3, 2016
2. Creation of a new website for the Electronic Records Committee (ERC) with additional case studies and resources for the group

3. Increased the membership of the Diversity & Advocacy Task Force to better address their scope

Ongoing

1. Our own ERC is collaborating with SAA's Electronic Records Section on the "Born-Digital Bootcamp"
2. A task force to review and update the by-laws of the CPR, particularly to bring it in line with SAA's changes to affinity groups

New

1. A task force to complete a new 5 year Strategic Plan for the CPR
2. A task force to look at issues surrounding the Constituent Management Software for the US Senate and House of Representatives

STRATEGIC PLAN

Goal 1: Advocating for Archives and Archivists

We have continued to work with current and former Members of Congress to advocate the importance of archiving their personal papers (from their offices).

Goal 2: Enhancing Professional Growth

Particularly through the ERC, we continue to provide case studies and how-to modules for handling electronic records.

Goal 3: Advancing the Field

Working with the US Senate and House of Representatives, members of the CPR have continued to educate Congressional Staffers (and Members) about best practices for archiving their materials. We also are looking at a consortium of members to create a way for all our members to use data from the Constituent Management software.

Goal 4: Meeting Members' Needs

We encourage--and have seen an increase--in members' participation in our various task forces and committees, particularly from the newer members of our group (and profession).

ANNUAL MEETING

Number of Attendees: 53

Summary of Meeting Activities: We had 4 sessions with multiple panelists and an interactive workshop on (re)appraisal.

Link to Meeting Minutes:

QUESTIONS FOR COUNCIL

There remains some concern on the name changes for affinity groups. Perhaps all the groups could be called "Roundtables" as a more inclusive title?

Description Section

Council Liaison: Michelle Light

Report Submitter: Jennifer Mitchell, jmitc84@lsu.edu

ROSTER

Molly Marcusse, Chair

Martha Bace, Vice Chair/Chair-Elect

Cyndi Shein, Secretary

Javier Ruedas, Web Liaison

Alexandra Orchard, Newsletter Editor

Meghan Lyon, Member-at-Large

Karen Spicher, Member-at-Large

ACTIVITIES

Completed

We did not complete any projects this year.

Ongoing

An ongoing initiative that we hope to complete this year is an online portal to host processing manuals from institutions across the profession. This program will be modeled after the portal created by the Collection Management Tools Roundtable.

New

The focus of the group for the upcoming year will be on the completing the processing manuals portal and also re-examining and update our bylaws in light of the recent changes to component groups.

STRATEGIC PLAN

Goal 1: Advocating for Archives and Archivists

I am not sure that any of our current initiatives would contribute to this goal.

Goal 2: Enhancing Professional Growth

Our processing manuals portal should help enhance professional growth by allowing archivists from all types of institutions to share their practice with their colleagues. It could also be an important tool for archivists who are new to the field.

Goal 3: Advancing the Field

The presentations we selected for our annual meeting this year were chosen because they highlighted new, collaborative approaches to descriptive practice. These are ongoing projects and we hope to engage with our membership on these types of issues.

Goal 4: Meeting Members' Needs

A survey conducted in 2014 indicated that our members were interested in the creation of this portal.

ANNUAL MEETING

Number of Attendees: 94

Summary of Meeting Activities:

Opened with announcement of new officers for the section. We also featured announcements from Jackie Dooley from OCLC research, Michelle Light, council liaison, and Diane Ducharme, re: Liaison to Cataloging of Rare Materials section. Presentation by Anila Angjeli, "From Several Archival Data Sets to One Graph" (a project to create interactive and visual web interface pulling together authority records from several French institutions in EAC-CPF and RDF, as a prototype that can be used further by participating institutions and others). Followed by presentation by Allison Jai O'Dell, "Towards a Framework for Linked Rare Materials Metadata: An Overview of the Task Force to Explore Data Elements for Rare Materials Description"

Link to Meeting Minutes:

QUESTIONS FOR COUNCIL

None at this time.

Encoded Archival Standards (EAS) Roundtable

Council Liaison: Michelle Light

Report Submitter: Ruth Kitchin Tillman, ruthkitchin@gmail.com

ROSTER

Elizabeth Dunham, Co-Chair

Patrick Galligan, Co-Chair

Laura Starratt, Steering Committee Member

Christy Tomecek, Steering Committee Member

Adrian Turner, Steering Committee Member

ACTIVITIES

Completed

EAD3 FAQ was completed and a few changes made. Received and published report of roundtable-sponsored working group on EAD3 and Discovery Created EAD3 Starter Toolkit and released Roundtable renaming proposal drafted, approved by vote, and approved by council.

Ongoing

The roundtable-sponsored working group on migration to EAD3 continues its work

New

Social media for smaller roundtable-related updates. Closer working relationship with TS-EAS.

STRATEGIC PLAN

Goal 1: Advocating for Archives and Archivists

The decision to change the roundtable's name from EAD to EAS was part of an ongoing goal of inclusion. By indicating that the roundtable supported all encoded archival standards, it could be better used as an advocacy forum for the development of these new standards and the distribution of information about them, rather than being seen as EAD-centric.

Goal 2: Enhancing Professional Growth

The resources developed and published by the roundtable will provide opportunities for anyone, from a student to a seasoned archival professional just approaching EAD3, to learn more in general about the standard and understand it in broader context.

Goal 3: Advancing the Field

The working group on discovery provided guidelines which will assist EAD3 implementers not only in developing descriptive guidelines to make finding aid search more relevant, they also provided guidelines on EAD3 and linked data. Encouraging the adoption of linked data moves encoded archival description into its next phase, where linked data can be extracted for use or otherwise provide fuller cross-institution context for materials.

Goal 4: Meeting Members' Needs

The FAQ and Toolkit both answered questions brought up by members--whether specific, in the case of the FAQ, or general, in the case of the EAD3 starter toolkit. Similarly the guidelines produced by the discovery working group meet the needs of members looking to implement the standard. Since very little additional documentation exists other than the official EAD3 tag library, the roundtable leadership felt this work was integral into meeting members' basic needs regarding the new schema. The new plan to add social media circulation of materials which might seem too small for a listserv post or in addition to the listserv also meet members' needs for more avenues to encounter relevant content.

ANNUAL MEETING

Number of Attendees: 47

Summary of Meeting Activities: Announcement of elections and name change. Report from Kathy Wisser of TS-EAS on the work it had performed that morning. Report from Karin Bredenberg of TS-EAS on the tag libraries and their ongoing maintenance. Presentation by Gretchen Geugen of DPLA on their working group on archival description, its progress, and its anticipated outcomes. Report from the EAD3 study group on discovery. Update from the EAD3 study group on migration. Presentation on the EAD3 Starter Toolkit. Introduction to the roundtable's plans for social media. Update on the Open Finding Aids working group.

Link to Meeting Minutes:

QUESTIONS FOR COUNCIL

Only that the roundtable is looking forward to guidance about the Group or Section or other aspect of their name change and assistance with the rebranding. Because of the timing of the name change from

EAD to EAS and the overall change, ideally not much support beyond that which other groups are receiving will be required.

Electronic Records Section

Council Liaison: Erin Lawrimore

Report Submitter: Dan Noonan, noonan.37@osu.edu

ROSTER

Kyle Henke, Chair

Donald Mennerich, Vice Chair/Chair-Elect

Daniel Noonan, Immediate Past Chair

Anne Graham, Web Liaison

Ann Cooper, Steering Committee Member

Brian Dietz, Steering Committee Member

Lawrence Giffin, Steering Committee Member

Carol Kussmann, Steering Committee Member

Rebecca Schulte, Steering Committee Member

Dorothy Waugh, Steering Committee Member

ACTIVITIES

Completed

The Steering Committee met three times via telephone throughout the year. Topics discussed included the promotion of the Sections newly minted bylaws, the evolution of the bloggERS! blog, analysis of the effectiveness of the ERS co-sponsored Digital Preservation Drop-in Center at the annual meeting, planning for the annual meeting and officer recruitment.

The bylaws were loaded to and linked from the Section's microsite.

The bloggERS! Editorial board shepherded 44 blog posts within the last year many on a thematic basis—such as born digital materials and processing digital materials—while others were stand-alone posts. ERS collaborated blog posts with group such as SNAP. Further, when challenged on an overabundance of post from college and university archivists, the Editorial Board actively sought a more diverse group of authors.

The Section conducted a survey of the Digital Preservation Drop-in Center volunteers in regards to their impressions of its effectiveness. There was an overwhelming desire to continue the project; however for the second straight year there was a disappointing amount of “drop-ins.” The Section and its partners will need to decide to discontinue this effort or re-imagine it in the coming year.

The Steering Committee decided to return to an “unconference” style program for its annual meeting. The approximately 80 members in attendance broke into three groups to discuss: Tiers of Access to Born Digital, What the ERS can do to embrace diversity and inclusion within the Society & the profession, and automated appraisal of born-digital records utilizing existing metadata. The discussion was so lively we

did not try to bring the groups back together for a wrap-up, instead the wrap-up will be conducted via bloggERS!

We had a successful officer recruitment this year with Don Menenrich being elected Vice Chair/Chair Elect, while Dorothy Waugh and Brian Dietz were elected to the Steering Committee in a six-way race that included Lora Davis, Blake Graham, Brad Houston and Greg Wiedeman. Lastly, we had three individuals throw their hat into the ring to be considered for the appointed position of Communications Liaison.

Lastly, prior to the annual meeting the Steering Committee promoted “pop-up” sessions that were likely to be of interest to Section Members during the voting process. Additionally, the Steering Committee drafted a conference schedule in SCHED for sessions of potential interest to Section Members (<https://saaers.wordpress.com/2016/07/12/annual-meeting-session-recommendations-courtesy-of-ers/>).

Ongoing

The ongoing work for the Steering Committee and Section in this next year will include the standard development of an annual meeting program as well as officer recruitment. In addition, the bloggERS! Editorial Board will seek approval of Management and Workflow plan that includes Board membership and succession plans, as well as continue to produce thematic blog series and standalone posts.

The other ongoing initiative that the ERS will have re-examine with its partners is the Digital Preservation Drop-in Center. We will conduct a follow-up survey as we did last year, however, the anecdotal information received during the Annual Meeting was that the attendance was once again marginal at best. If this is an initiative that we will continue to support necessary changes will need to be made.

New

On the horizon for the next year, two areas of investigation initially seem to stand out:

ERS’s role in to the evolving “SAA Affinity Groups” realm. With all groups on a level playing field how does the Electronic Records Section standout and/or differentiate itself from the Records Management Section and Metadata Objects Section for example? This should be a topic for the Steering Committee and the Section, as well as with Sections that have close affinities.

ERS role in embracing and promoting diversity and inclusion. Building upon the discussion initiated at this year’s annual meeting unconference, what is the Section’s role in and how does it promote diversity and inclusion in its membership, the Society, the profession, and “the record?”

STRATEGIC PLAN

Goal 1: Advocating for Archives and Archivists

This is the one area of the Strategic Plan that the Electronic Record Section needs to be more pro-active. While the information disseminated via bloggERS! may be inferred as “...promoting the value of archives and archivists to institutions, communities, and society...” and strengthening “...the ability of those who manage and use archival material to articulate the value of archives...” it is passive at best. As for the other two tenets of this goal the ERS, “1.2. Educate and influence decision makers about the importance of archives and archivists and 1.3. Provide leadership in ensuring the completeness, diversity, and accessibility of the historical record.” the ERS needs to “up its game.”

Goal 2: Enhancing Professional Growth

The Section has clearly help contribute the enhancing professional growth through the bloggERS! blog, content provide at the annual meeting and the ERS SCHED schedule for the annual conference.

Goal 3: Advancing the Field

While the ERS did not "...identify the need for new standards, guidelines, and best practices and lead or participate in their development..." it has disseminated "...research in and about the field..." as well as participated "...actively in relevant partnerships and collaborations to enhance professional knowledge..." via the bloggERS! blog and the Digital Preservation Drop-in Center respectively. Further, when asked by other SAA constituent groups to support the dissemination of information, we have willing complied. An outcome of this year's annual meeting unconference to be followed-up upon is the development of tiered models of access to digital archival materials.

Goal 4: Meeting Members' Needs

The Steering Committee regularly communicated with the Section via the discussion list and bloggERS! Further, bloggERS! has created opportunities for Section members to participate more fully in the association. The annual meeting unconference also provides these opportunities. As noted in the "New" activities section of this report, the ERS will need to take stock of its role within the evolving affinity group structure and to actively embrace the discussion of diversity and inclusion.

ANNUAL MEETING

Number of Attendees: 80

Summary of Meeting Activities: Our annual meeting led off with eth introduction of new officers and a "THANKS" to all who ran, as well as a shout out to those rolling of the Steering Committee. Tim Pyatt provided the Council Report, while Jackie Dooley provided a report of OCLC activities. Marty Gengenbach provided an update on the bloggERS! initiative. Section member Veronica Martzahl provided an update on the Council of State Archivists' SERI (State Electronic Records Initiative) Project's PERTTS (Program for Electronic Records Training, Tools, and Standards) Portal. Finally, we held an unconference session that included three breakout sessions: Tiers of Access to Born Digital; What the ERS can do to embrace diversity and inclusion within the Society & the profession; and Automated appraisal of born-digital records utilizing existing metadata

Link to Meeting Minutes:

QUESTIONS FOR COUNCIL

For now, just a comment about this annual report process. It would be helpful in the future to know these 16 specific questions in some form of a template before one has to complete the "survey." The survey is a good mechanism for collecting the data for the Society, but is a less than desirable way for the people submitting the report. If we had a template to work with, then in the end after all of our ruminations and revisions we could just copy and paste into the survey.

Government Records Section

Council Liaison: Bertram Lyons

Report Submitter: Casey Coleman, colemanca@sec.gov

ROSTER

Laura Saegert, Chair
Ingi House, Vice Chair/Chair-Elect
Casey Coleman, Immediate Past Chair
Blake Relle, Steering Committee Member
Dennis Riley, Steering Committee Member
James Wright, Steering Committee Member

ACTIVITIES

Completed

N/A

Ongoing

Working with SAA's Publication Board, the section launched a call for case studies related to government records which will be published on the SAA website. While this will be an ongoing initiative, the goal is to have 3-5 case studies published by the next annual meeting.

New

Restarting the GRS Newsletter (in progress).

STRATEGIC PLAN

Goal 1: Advocating for Archives and Archivists

GRS consistently liaisons with various government entities and allied professional organizations (CoSA, NAGARA, etc.) to discuss advocacy strategies for archival institutions and information professionals.

Goal 2: Enhancing Professional Growth

GRS provides a lively forum for government records professionals to discuss career advancement strategies and the newest trends in records management.

Goal 3: Advancing the Field

GRS is a consistent advocate for government archivists and professionals through constant discussions of policy and practice with relevant stakeholders.

Goal 4: Meeting Members' Needs

Our case study initiative provides content through publications that reflect current practice in government records in an affordable and accessible manner.

ANNUAL MEETING

Number of Attendees: 60

Summary of Meeting Activities:

After covering annual meeting business and introducing our new leadership, we had the following presentations:

1) Michael Strom (State Archivist of Wyoming) will present an update on the activities of the Council of State Archivists' State Electronic Records Initiative (SERI) and the PERTTS Portal.

2) David Brown (Archivist of the U.S. Securities and Exchange Commission) and Geof Huth (Chief Records Officer at New York State Unified Court System) will participate in a panel discussion on the following:

Please contact me offline if you know of a good candidate to join in the conversation.

“Archivists and Records Managers as Cultural Disruptors: Providing your customers what they didn’t know they needed, but they can’t live without.”

The purpose of this panel is to offer perspectives from government records professionals on how to leverage technology to improve information sharing and enhance productivity within their organizations. The panel will showcase the technological expertise of archivists and records managers and highlight information management tools with the potential to provide enterprise-wide benefits. Specific “disruptive” technology projects will be discussed and strategies will be shared so that archivists and records managers can utilize their placement within organizations to act as honest brokers in achieving change.

Some examples are:

- Applying artificial intelligence technologies to improve the management of email
- Using predictive coding and/or auto-categorization to assist in the eDiscovery/litigation hold process
- Integrating records management functionalities into information technology projects to create efficient and effective collaborative platforms
- Evolving paper-based work processes to digital

Meg Philips (NARA’s External Affairs Liaison) will introduce the newly appointed Chief Records Officer for the U.S. Government, Laurence Brewer. Mr. Brewer will briefly describe his role, goals and challenges for the next few years, and plans for communicating with SAA.

John Slate (Dallas City Archivist) and Kaye Minchew (former Troup County Archives Executive Director) will announce the publication of their new book, *Managing Local Government Archives* (<https://rowman.com/ISBN/9781442263949/Managing-Local-Government-Archives>).

Link to Meeting Minutes:

QUESTIONS FOR COUNCIL

N/A

Human Rights Archives Roundtable

Council Liaison: Rachel Vagts

Report Submitter: Gabrielle Spiers, gabriellespiers@gmail.com

ROSTER

Gabrielle Spiers, Co-Chair
Emily Ward, Co-Chair
Mohamed Abdirahman, Steering Committee Member
Hilary Barlow, Steering Committee Member
Natalie Bond, Steering Committee Member
Tyler Cline, Steering Committee Member
Matthew Cresson, Steering Committee Member
Erin Glasco, Steering Committee Member
Stephanie Kaylor, Steering Committee Member
Sarah Lebovitz, Steering Committee Member
Catherine Oseas, Steering Committee Member
Amanda Stow, Steering Committee Member
Ayoola White, Steering Committee Member

ACTIVITIES

Completed

N/A - the group was inactive

Ongoing

N/A - the group was inactive

New

Created a brand new transitional steering committee in order to rewrite the Bylaws and create a directory of human rights organizations doing archival work.

STRATEGIC PLAN

Goal 1: Advocating for Archives and Archivists

N/A

Goal 2: Enhancing Professional Growth

N/A

Goal 3: Advancing the Field

N/A

Goal 4: Meeting Members' Needs

N/A

ANNUAL MEETING

Number of Attendees: 17

Summary of Meeting Activities: Formed a transitional steering committee in order to revise by-laws, create a human rights directory and compile links to human rights news sources. Create content for blog posts.

Link to Meeting Minutes:

QUESTIONS FOR COUNCIL

N/A

International Archival Affairs Roundtable

Council Liaison: Courtney Chartier

Report Submitter: Danielle Scott Taylor, daniellerscott@gmail.com

ROSTER

Ryder Kouba, Co-Chair
Daniel Necas, Co-Chair
Polina Ilieva, Web Liaison
Susanne Belovari, Member-at-Large
Katharina Hering, Member-at-Large
Margarita Vargas-Betancourt, Member-at-Large

ACTIVITIES

Completed

- IAART hosted its annual meeting on August 5, 2016 in Atlanta and organized a panel discussion on American archivists working abroad.
- IAART published several blog posts, in addition to its "Weekly News Roundup" including an overview of the 2016 Association of French Archivists meeting.
- IAART co-sponsored a webinar in March 2016 on "Opportunities for Archivists and Librarians in the Fulbright program" which was organized by member Natalie Baur.

Ongoing

- IAART will continue to serve as a source for international archival news, events, and issues through the IAART listserv and the Global Notes blog.

New

- IAART plans to seek out collaboration opportunities with affinity groups in SAA, as well as outside SAA. Specifically, IAART plans to assist the Latin Association of Archivists (ALA) during their fall visit. IAART will solicit submissions for long-form blog posts on specific topics and themes, as well as publish a history of IAART later this fall.

STRATEGIC PLAN

Goal 1: Advocating for Archives and Archivists

By continuing to serve as a clearinghouse for news and updates on international projects and collaborations, IAART supports advocating for archives and archivists.

Goal 2: Enhancing Professional Growth

By co-sponsoring webinars and organizing the "American Archivist Abroad" panel discussion during the annual meeting IAART supports enhancing professional growth of its membership.

Goal 3: Advancing the Field

Through its annual meeting, and now the Global Notes blog, IAART seeks to share information about new and ongoing global initiatives that impact the archival profession and advance the field more broadly.

Goal 4: Meeting Members' Needs

Over the past three years, IAART has sought to engage its membership through more regular communications via its listserv and the Global Notes blog. This provides members an opportunity to share news about their own projects that may be of interest to an international audience, and to share notes from international conferences that only a few American archivists are able to attend.

ANNUAL MEETING

Number of Attendees: 17

Summary of Meeting Activities:

Opened with a welcome address by Senior co-chair Danielle Scott Taylor, followed by an update from SAA Council Liaison Helen Wong Smith (outgoing) and an introduction to the new liaison, Courtney Chartier. Ryder Kouba (Junior co-chair) announced the 2016 election results, which are: Daniel Necas (Junior co-chair) and Margarita Vargas-Betancourt (member-at-large). Scott Taylor provided the IAART business report, which outlined the activities of the group for the past year included the Global Notes blog, and the Fulbright webinar. Scott Taylor also recommended SAA sessions that might be of interest to IAART members.

The main program was the panel discussion on "American Archivists Working Abroad" which included the following panelist: Ryder Kouba (American University in Cairo); Stacy Belcher Lee (University of Hong Kong); Christian Kelleher (University of Houston, Texas). The panelists discussed a number of issues relating to working abroad as an archivists, including language barriers, legal complexities, and political situations that impact the work of archivists.

After the panel, the floor was open to attendees to discuss upcoming events and projects. Emilie Gagnet Leumas from ICA discussed the upcoming meeting in Seoul and announced that the 2017 meeting will be in Mexico City.

Link to Meeting Minutes:

QUESTIONS FOR COUNCIL

No budget requests at this time.

Issues and Advocacy Roundtable

Council Liaison: Bert Lyons

Report Submitter: Wendy Hagenmaier, outgoing Chair, wendy.hagenmaier@gmail.com

ROSTER

Hope Dunbar, Chair
Rachel Mandell, Vice Chair/Chair-Elect
Stephanie Bennett, Steering Committee Member
Laurel Bowen, Steering Committee Member
Daria Labinsky, Steering Committee Member
Alison Stankrauff, Steering Committee Member

ACTIVITIES

Completed

Projects and Activities Completed in 2015-2016:

The Issues and Advocacy (I&A) Roundtable is a forum for discussion of the critical issues facing the archival profession. In 2015-2016, the Roundtable had over 640 members from SAA and beyond. Our group is committed to outreach and advocacy efforts that support the continued growth of the archival profession and nurture archivists and archives. Our Core Values are advocacy, awareness, diversity, education, and dialogue (<http://www2.archivists.org/groups/issues-and-advocacy-roundtable/statement-of-mission-vision-and-core-values-approved>).

As Chair, Wendy's central goal for the past year has been to continue the discussion Past Chair Sarah Quigley started with leaders of SAA and allied advocacy groups to clarify the role of our Roundtable in light of SAA's advocacy agenda, and to identify the concrete ways in which we can best "support the continued growth of the archival profession and nurture archivists and archives." She believed like this was a crucial step towards mapping out how I&A could direct its efforts over the year, and into the future. She wanted to prototype some clear, sustainable models of taking concrete collaborative action, and to get as many members as possible involved.

Thanks to the stellar work of outgoing Vice Chair Christine George, an amazing steering committee (who met every month to share ideas and discuss progress), and to the membership, who generously

volunteered their time to work on I&A projects, I&A did a great job of tackling that goal, and is on course to continue making strides over the next year.

Highlights from our 2015-2016 activities:

- In January of this year, we launched 7 I&A Research Teams (<https://issuesandadvocacy.wordpress.com/research-teams/>), which are groups of dedicated volunteers who monitor breaking news and delve into ongoing topics affecting archives and the archival profession.

Each Team is led by a member of the I&A Steering Committee, and their ultimate goal is to compile their findings into journalistic Research Posts (<https://issuesandadvocacy.wordpress.com/tag/research-post/>) for the I&A blog. Each Research Post offers a summary and coverage of an issue. Taken together, the Research Posts offer an important overview of issues affecting archives and the archival profession and serve as an informational resource for further research, advocacy action, and the historical record.

Research Posts and the work of Research Teams may inspire the following:

- I&A Polls – to take the pulse of SAA members on a specific issue, in order to inform potential SAA action (<https://issuesandadvocacy.wordpress.com/issues-and-advocacy-polls/>)
- Advocacy Overviews – detailed summaries of issues that provide SAA leadership with the information they need in order to determine whether (and how) SAA might be able to assist with an advocacy issue (<https://issuesandadvocacy.wordpress.com/report-an-advocacy-issue/>)
- Letters to the editor
- Collaborations with SAA leadership, committees, sections, and roundtables

We had 87 volunteers for the Research Teams within a 48-hour period and were able to accommodate 42 volunteers. We treated the Research Teams as a pilot that would run through the 2016 SAA Annual Meeting, and we're hopeful that the Research Team model will prove to be an effective way of mobilizing a large portion of our membership and beyond to engage in work that supports advocacy.

Three of the Research Teams did research on recent legislative activity in order to identify potential allies for archives in Congress. Two Teams were agile, on-call teams who could be mobilized to quickly investigate issues as they arise. One Team monitored the communications of other professional associations, for issues related to archives. And the final Team monitored news media for issues related to archives.

We will be surveying the Research Team members over the coming weeks to identify potential areas of improvement for the model.

- We also launched a WordPress site (<https://issuesandadvocacy.wordpress.com/>), to create a flexible online presence that provides a forum for dynamic content and discussion. Our Vice Chair Christine George has done amazing work organizing a very successful series of blog posts called Archivists on the Issues, which features personal reflections from individual archivists about issues facing the

profession (<https://issuesandadvocacy.wordpress.com/blog-series/>). The blog has also featured posts by the Research Teams and updates about advocacy talks and events.

- Steering Committee member Jeremy Brett wrote a truly inspired nomination of Hamilton’s Lin-Manuel Miranda and Ron Chernow for the 2016 Jameson Archival Advocacy Award, and they won (<https://issuesandadvocacy.wordpress.com/2016/06/10/hamilton-gets-the-jameson/>).
- In addition, we partnered with the Regional Archival Associations Consortium Advocacy Subcommittee and our I&A Intern Rachel Mandell to revise the I&A Toolkit, which is available on our site (<https://issuesandadvocacy.wordpress.com/advocacy-toolkit/>). We conducted a survey that provided useful feedback for improving the Toolkit, and will continue to revise it in the future, so it can be a resource for SAA and RAAC members.
- We also welcomed nominations for “Great Advocates”—individuals in the archives profession whose advocacy efforts I&A members admire. We coordinated an engaging blog Q&A series with the nominees and organized a panel of three Great Advocates for our in-person meeting at the SAA Annual Meeting on Friday, August 5, 2016 (<https://issuesandadvocacy.wordpress.com/tag/great-advocates/>).
- Our overall goal this year has been to establish sustainable, productive models of advocacy practice that engage our membership broadly and support the advocacy mission of SAA through concrete projects that will make a difference to archivists and archives. To that end, we’ve been encouraging conversation and information-sharing among SAA leadership, various SAA groups engaged in advocacy (including the Committee on Public Policy and the Committee on Public Awareness), as well as the Regional Archival Associations Consortium--we initiated a biannual conference call to share information among these groups, as well as regular communications throughout the year.

Ongoing

- Roundtable leadership will continue initiating biannual information sharing conference calls among SAA groups and individuals involved in advocacy, as well as regular, frequent communication among leaders of these groups (RAAC Advocacy Subcommittee and Public Awareness Subcommittee, CoPP, CoPA, Nancy Beaumont, I&A Council Liaison).
- Roundtable leadership and membership will continue to identify and refine concrete ways in which the Roundtable can best “support the continued growth of the archival profession and nurture archivists and archives” (I&A Statement of Mission, Vision, and Core Values) and engage as many I&A members in this effort as possible.
- Roundtable leadership will continue blog series and posts.
- Roundtable leadership will continue to conduct an annual analysis of the Advocacy Toolkit and identify areas for improvement, in partnership with RAAC.
- The Roundtable will continue to nominate a candidate for the Jameson Award. The Roundtable will continue to serve as a forum for discussion of issues affecting archives and archivists. All Roundtable spaces will abide by the SAA Code of Conduct.
- The Roundtable will continue to connect I&A members who would like to report advocacy issues to the appropriate pathways within SAA (<https://issuesandadvocacy.wordpress.com/report-an-advocacy-issue/>).

New

The Roundtable will use the 2015-2016 year to test and refine repeatable, sustainable models of practice that could be followed in the future, possibly including:

- **Issues and Advocacy Research Teams**
Each year, Chair would issue a call for volunteer researchers from the membership. Roundtable members would sign up online to be part of 3-5 person research teams focused on legislators, news monitoring, key archives topics, and awareness.
 - **Goals:**
 - Grow a sustainable resource for data about key legislators, which could be used to cultivate ongoing relationships with legislators
 - Create rich sources of thorough information about key topics of importance to I&A members, SAA leadership, CAPP, etc. - using a model of long-term, sustained, in-depth research
 - Increase awareness about archives at a grassroots level, explore opportunities for SAA to collaborate with the advocacy efforts of other professional organizations, and identify key issues for which I&A leadership could conduct I&A Polls and write Advocacy Overviews - using an agile, rapid turnaround model
- **Issues and Advocacy Polls**
In an effort to encourage transparency and define when and why the Roundtable endorses an issue, action, or effort (endorsement = Issues and Advocacy is willing to write or collaborate on an Advocacy Overview for the issue, action, or effort), the Roundtable leadership would conduct online polls to attempt to document the views of the membership in a democratic way
- **Issues and Advocacy Meetups at Regional Conferences**
Members of Roundtable leadership would organize informal meetups at the regional conferences they attend. Meetups could cover a specific issue, with suggested readings for the discussion.
- **Issues and Advocacy Live Tweets**
Roundtable leadership would host live Twitter discussions of issues, following the model established by the Women Archivists Roundtable:
<https://womenarchivistsroundtable.wordpress.com/category/home/live-tweets-home/>

STRATEGIC PLAN

Goal 1: Advocating for Archives and Archivists

All of I&A's activities are dedicated to Goal 1. Our Research Teams, Toolkit, and blog, in particular, are focused on empowering archivists to advocate for the importance of archives and archivists. The Roundtable leadership will continue to explore new ways to support Goal 1 over the next year.

Goal 2: Enhancing Professional Growth

I&A has sought to provide opportunities for members to grow professionally via engagement with the Roundtable--by writing blog posts (Archivists on the Issues and ICYMI posts) and serving on Research Teams. We also designed our own internship program during the past year and encouraged early career professionals and students to apply. Going forward, I&A will continue to explore ways to provide professional growth opportunities for its members.

Goal 3: Advancing the Field

Over the past year, I&A has encouraged discussion of emerging issues in the archives field and beyond by recruiting blog content on new challenges and an increasingly diverse record (such as Bert Lyons' "There Will Be No Digital Dark Age" post) and sharing information from beyond SAA and archives (such as the "ICYMI: "Diverse and Inclusive Metadata: Developing Cultural Competencies in Descriptive Practices"

blog post contributed by the ALCTS Metadata Interest Group). We have also worked hard to share information about emerging archival issues from a diverse array of sources daily via our social media channels (Twitter and Facebook).

Goal 4: Meeting Members' Needs

Goal 4 has guided much of I&A's work over the past year--at every point, we have sought to provide significant opportunities for our members to be actively involved in Roundtable activities--to mobilize our membership to advocate for archives and archivists, engage in productive discussion to advance the profession, and produce concrete deliverables (for example, Research Posts) that serve as evidence of their participation and insights. It is our hope that I&A might serve as an exemplar of working to make Goal 4 a reality. I&A plays a crucial role in the SAA advocacy ecosystem by providing a grassroots community that is ready and excited to engage in important work to further the mission of SAA and advocate for archives and archivists.

ANNUAL MEETING

Number of Attendees: 40

Summary of Meeting Activities:

- Welcome to new leadership and thanks to outgoing leadership
- Celebration of accomplishments over the past year
- Reports from representatives of all 7 Research Teams and recognition of all Team members
- Updates from Council (Lisa Mangiafico)
- Updates and q&a with Committee on Public Policy (Sarah Quigley and Dennis Riley)
- Updates and q&a with Committee on Public Awareness (Erin Lawrimore and Sami Norling)
- Great Advocates session: celebration of all nominees and the blog series, followed by an inspiring discussion with Great Advocates Dr. David B. Gracy II, Dr. Rand Jimseron, and Kathleen Roe

Link to Meeting Minutes: Annual Meeting presentation: <https://drive.google.com/file/d/0By0qISuD-DPbUm5jUDJLVDRQbDg/view?usp=sharing> / Great Advocates blog posts and recap: <https://issuesandadvocacy.wordpress.com/tag/great-advocates/>

QUESTIONS FOR COUNCIL

The Roundtable looks forward to continuing to collaborate with Council and SAA advocacy leaders on initiatives such as the Issues and Advocacy Research Team model and further refining concrete ways the Roundtable can support Goal 1 of SAA's Strategic Plan.

In particular, the I&A leadership would like to ensure that the data gathered by the I&A Legislators Research Teams is utilized by SAA leadership and that the data gathering process is truly useful to SAA. Council's assistance with ensuring the usefulness and efficacy of the I&A legislators research during 2016-2017 would be greatly appreciated.

Labor Archives Roundtable

Council Liaison: Bert Lyons

Report Submitter: Meghan Courtney, meghan.m.courtney@gmail.com

ROSTER

Conor Casey, Co-Chair

Meghan Courtney, Co-Chair

ACTIVITIES

Completed

- Roundtable member survey

Ongoing

- LaborOnline/LAWCHA blog participation
- Electronic Labor Records working group
- Best practices document
- Planning collaborative session proposals for next SAA
- Labor Archives Directory

New

- HistoryPin on Labor Day
- Exploring the logistics of working with DPLA on labor document sets

STRATEGIC PLAN

Goal 1: Advocating for Archives and Archivists

In recent years, the LAR has coordinated member contributions to LaborOnline, the blog for the Labor and Working Class History Association. Coupled with the Labor Archives Directory, these efforts help bring awareness to archives outside of our field.

Goal 2: Enhancing Professional Growth

The LAR allows members at geographically distant institutions to collaborate on setting best practices and creating professional presentations. Because labor archives is a small subset of the field, the LAR is the only opportunity for many labor archivists to gather in numbers large enough to facilitate professional growth.

Goal 3: Advancing the Field

The LAR has recently undertaken a project to address the special challenges of electronic records in the context of labor collections. We feel that our perspective on this important topic will be of interest to other groups of archivists tackling similar challenges outside the mainstream.

Goal 4: Meeting Members' Needs

The LAR conducted a member survey to help identify the needs of members. We have identified a need for greater communication between the members between SAA Annual meetings. To this end, we have created a Facebook page to share institutional updates and we have begun to explore the possibility of in-person meeting time in Portland outside of our 90 minute Roundtable/Section appointment.

ANNUAL MEETING

Number of Attendees: Approx. 15

Summary of Meeting Activities:

1. Council Update
2. Introduction of new co-chair Conor Casey
3. Presentation of member survey results
4. Updates on ongoing projects
 - Labor Electronic Records project discussed and new participants invited to join
 - LaborOnline Column discussed, articles solicited
 - Discussion of themes and participants for next year's annual meeting sessions
 - Discussion of possibility for working with DPLA on labor archives document sets for the general public.
 - Brainstorming of future projects/possibilities
5. Members gave updates on the projects underway in their institutions
6. Session adjourned

Link to Meeting Minutes:

QUESTIONS FOR COUNCIL

None at this time. Thanks!

Latin American and Caribbean Cultural Heritage Archives Roundtable

Council Liaison: Kris Kiesling

Report Submitter: Margarita Vargas-Betancourt, mvargasb@ufl.edu

ROSTER

George Apodaca, Co-Chair
Ana Rodriguez, Co-Chair
Lauren Goodley, Web Liaison
Natalie Baur, Steering Committee Member
Christina Bleyer, Steering Committee Member
Margarita Vargas-Betancourt, Steering Committee Member

ACTIVITIES

Completed

- Itinerant Archivists trip to Ecuador
- Desmantelando Fronteras/Breaking Down Borders
- SAA Diversity Award Statement on the Orlando and Archivists' Role in Creating a More Diverse Society by Leaders of AACR, LACCHA, and LAGAR
- Participation of LACCHA in the SAA Leadership Forum Panel Discussion on Diversity
- We obtained funding to bring Enrique Chmelnik, President of the Association of Mexican Private Archives and Libraries (AMABPAC) and Director of the Center of Documentation and Research of the Jewish Communities in Mexico (CDIJUM), to our annual meeting.

Ongoing

- Desmantelando Fronteras/Breaking Down Borders
- Connecting the Association of Latin American Archives with SAA

New

TBD

STRATEGIC PLAN

Goal 1: Advocating for Archives and Archivists

Enrique Chmelnik, President of the Association of Mexican Private Archives and Libraries (AMABPAC) and Director of the Center of Documentation and Research of the Jewish Communities in Mexico (CDIJUM), gave a presentation on Mexico's new laws regulating archives and how those laws affect private archives and libraries, such as CDIJUM. He described in detail the negative impact of such a law to private archives and libraries.

The presentation caused a great impression; some of the meeting participants have expressed the desire of following up with the issue, either finding a venue where Enrique Chmelnik could publish on the issue or on a statement from SAA. However, following up must follow close discussion with Mexican specialists because international relations between both countries are sensitive.

Goal 2: Enhancing Professional Growth

LACCHA developed the webinar series Desmantelando Fronteras/Breaking Down Borders in order for American and Latin American archivists to learn from one another.

Goal 3: Advancing the Field

We believe that globalization should also take place in archives. Thus, we contacted the Association of Latin American Archives, and they expressed the desire to get to know more about SAA.

Goal 4: Meeting Members' Needs

We wanted to participate in the initiative to make the profession more diverse. To achieve this we got funding and organized Enrique Chmelnik's participation in the Diversity Forum which took place on Thursday August 4, 2016. During the forum, Chmelnik discussed the history of the Jewish people in

Mexico, the issues that minorities like them face in Mexico, and the significance of the Center of Documentation and Research of the Jewish Communities in Mexico to preserve the cultural heritage of the community. Afterwards, members of the audience as well as other presenters in the forum expressed a great interest in the talk.

ANNUAL MEETING

Number of Attendees: 14

Summary of Meeting Activities:

6:00-6:10 Welcome + words from our Council Liaison, Kris Kiesling
6:15-6:40 Chair report
6:45-7:00 Feature presentation

Link to Meeting Minutes: <http://www2.archivists.org/groups/latin-american-and-caribbean-cultural-heritage-archives-laccha-roundtable/laccha-2016-annual->

QUESTIONS FOR COUNCIL

Please please please do not schedule LACCHA's meeting at the same time as that of Archivists of Color. Thanks!!

Lesbian and Gay Archives Roundtable

Council Liaison: Pam Hackbart-Dean

Report Submitter: Lisa Calahan, licalahan@umn.edu

ROSTER

Lisa Calahan, Co-Chair
Keith Reynolds, Co-Chair
Johanna Russ, Web Liaison
James Cartwright, Steering Committee Member
Daniel DiLandro, Steering Committee Member
Michael Oliveira, Steering Committee Member
Deborah Robinson, Steering Committee Member
Franklin Robinson, Steering Committee Member
Deborah Torres, Steering Committee Member
Florence Turcotte, Steering Committee Member
Bonita Weddle, Steering Committee Member

ACTIVITIES

Completed

- Updated micro-site

Ongoing

- Continue monitoring and updating website
- Managing and actively posting on FB page

New

- Co-chairs announced imminent formation of a member-driven task force to change the name of LAGAR and update the by-laws regarding “male self-identified/female self-identified” requirement of co-chairs.
- Discussed possibility of participating in the SAA internship program. 2016/17 co-chairs will consider project that might be appropriate for an intern.
- During open discussion, the idea of creating a Tragedy Response team was suggested and roundly agreed upon as needed. Suggested that it be modeled after Disaster Response volunteer groups.

STRATEGIC PLAN

Goal 1: Advocating for Archives and Archivists

Wrote letter of support for successful Furies Collective nomination for landmark status. Co-wrote response to "Off the Record" post.

Goal 2: Enhancing Professional Growth

Opportunities for section members, community archivists to present at annual meeting.

Goal 3: Advancing the Field

Opportunity for knowledge and experience sharing during annual meeting through open conversation and presentations.

Goal 4: Meeting Members' Needs

Provides a safe space for Queer professionals to meet and discuss professional and queer related issues.

ANNUAL MEETING

Number of Attendees: 33

Summary of Meeting Activities:

These are minutes:

Daniel Dilandro, out-going male self-identified co-chair and Daniel Dilandro, male co-chair, welcomed the assembly and opened the LAGAR annual meeting at 7:30am.

A motion was moved, and seconded, to approve the 2015 LAGAR meeting minutes with no revisions.

Council Liaison, Pam Hackbart-Dean, provided SAA Council update and formally announced the Roundtable and Sections of SAA will all be served under the umbrella term of “sections.” SAA members will have no limit on the number of sections they can join; non members will be limited to a maximum of three sections. In addition, all sections will be required to follow a standardized template for bylaws. It

was also mentioned to be aware of updated dates for reporting and to refer to the SAA website for information on forming new sections.

Bonnie Weddle reported on LAGAR social media. She and Deborah Richards have been active in maintaining the LAGAR Facebook page, posting, noting that what is posted is mostly news and information related to LGBTQIA historical information. As of August 5, 2016 there were 1,388 LAGAR-SAA Facebook page “likes.”

Lisa Calahan reported on liaison duties to the Diversity Committee. She noted that she was not contacted or otherwise informed of activities that as LAGAR liaison she could be involved with. She shared that Diversity committee Liaisons had scheduled a meeting with the Committee chair in order to discuss better opportunities for collaboration. Lisa also stressed that working to have more of a presence on the committee is an on-going goal.

Link to Meeting Minutes:

QUESTIONS FOR COUNCIL

Would like to request honorarium for guest speakers at the 2017 annual meeting.

Local Government Records Roundtable

Council Liaison: Bergis Jules

Report Submitter: Linda Barrett, linda.barrett@fortworthtexas.gov

ROSTER

Linda Barrett, Chair
Christina Bryant, Vice Chair
Genny Carter, Steering Committee Member
Ken Fieth, Steering Committee Member
Tammy Goss, Steering Committee Member
Amber Gowen, Steering Committee Member
John Lodl, Steering Committee Member
James Wright, Steering Committee Member

ACTIVITIES

Completed

None of last year's projects were completed.

Ongoing

Ongoing projects include:

- 1) create a resource guide on the LGRR microsite,
- 2) raise money for LGRR members to be able to attend the SAA annual meeting.

New

New projects include an advocacy initiative in which local government publications are contacted regarding submission of articles to heighten local government employee awareness of archives and what we do.

STRATEGIC PLAN

Goal 1: Advocating for Archives and Archivists

Our initiative to publish articles in local government publications will serve to advocate for archives and archivists.

Goal 2: Enhancing Professional Growth

Our plan to raise money for LGR members to attend the SAA annual meeting will encourage professional growth by helping members have access to workshops and/or sessions at the meeting.

Goal 3: Advancing the Field

The LGR plan to create a resource guide on our microsite will help to advance the field as it will help local government records archivists find and disseminate information that is pertinent to our work.

Goal 4: Meeting Members' Needs

Raising funds for LGR members to attend the SAA annual meeting will help to meet members' needs, as will the creation of a resource guide on the microsite to facilitate access to information about local government records archives practices.

ANNUAL MEETING

Number of Attendees: 12 (LGRRT)

Summary of Meeting Activities:

LGRRT had a joint meeting with the Records Management Roundtable. Lawrence Brewer, NARA external affairs liaison spoke briefly, followed by Veronica Martzal of the Massachusetts State Archives, who gave a presentation on the Council of State Archivists' State Electronic Records Initiative and the Program for Electronic Records, Training, Tools, and Standards Portal. Jackie Esposito gave an update on her survey regarding the organizational placement and functions of college and university records management programs (not directly related to LGR, but had applicable concepts). This was followed by the business meetings of the RM and LGR roundtables. LGR members were informed that Jennifer Day had stepped down as Chair of LGRR and that Linda Barrett, Interim Chair had been elected as Chair. The only person nominated as Vice Chair withdrew her resignation prior to the election, so a call was made for a volunteer Interim Vice Chair. Old and new business were reviewed. Members did not object to rolling over the resource guide initiative nor the new project of publishing articles in local government employee publications.

Link to Meeting Minutes:

QUESTIONS FOR COUNCIL

I do not have any questions at this time.

Lone Arrangers Roundtable

Council Liaison: Michele Light

Report Submitter: Rebecca Altermatt, raarchivist@gmail.com

ROSTER

Melissa Torres, Chair
Julia Corrin, Vice Chair/Chair-Elect
Rebecca Altermatt, Immediate Past Chair
Sophia Dahab, Steering Committee Member
Janet Hauck, Steering Committee Member
Mary Kenney, Steering Committee Member
Carolle Morini, Steering Committee Member
Debra Schiff, Steering Committee Member
Caitlin Stamm, Steering Committee Member
Molly Tighe, Steering Committee Member
Travis Williams, Steering Committee Member
Ashley Levine, Newsletter Editor/Web Liaison

ACTIVITIES

Completed

Ashley Levine provided an update on the communications subcommittee formed this year, and the results of the membership survey, which showed that the listserv, and some forms of social media, are the best venues to support communication between the roundtable and its members.

Ongoing

This year the Communications Subcommittee hopes to put out a newsletter. We are also soliciting from the membership for a new website editor. We endeavor every year to cultivate more active participation among the membership.

New

This year the chair and incoming chair have plans to work on strengthening the work of the communications committee and improving overall communication. We'd also like to work on getting better and more useful resources developed for disaster preparedness for small archives—we feel like with all the natural disasters and the uptick in their occurrence, it would be a good idea and useful to the membership.

STRATEGIC PLAN

Goal 1: Advocating for Archives and Archivists

We have an active listserv where we promote the sharing of information and maintain a level of collegiality for all levels of archivists. This is the most noted part of the roundtable people mention - the nonjudgmental and collegial nature of the list which allows everyone to participate. Lone arrangers have also written on the topic, presented at meetings and provided workshops.

Goal 2: Enhancing Professional Growth

At our annual business meeting during the SAA annual meeting we have a panel discussion or lighting round as we did this year on a pertinent topic. The topic is selected by the entire membership with a vote sent out via the list and speakers are members who volunteer. We try to make the presentations available for those who could not attend.

<https://drive.google.com/file/d/0B0NO3C6vs1LbNFdaejBtVW9ZR1E/view?usp=sharing>

Goal 3: Advancing the Field

Lone Arrangers participated in the Lyrasis trial for ArchivesSpace. Not only did it provide Lyrasis with a better understanding of the unique needs of lone arrangers with limited IT support, it also helped members try out ArchivesSpace and "meet" others doing the same virtually.

Goal 4: Meeting Members' Needs

We initiated a communications subcommittee to further share information amongst lone arrangers; a survey was conducted to determine the best methods for delivering information to membership. The chair actively forwards emails from SAA and other pertinent sources to the list to ensure everyone is aware of current activities and issues. and the member listserv is still the most significant part of the roundtable. Everyone is able to ask questions no matter how 'entry-level' they may seem and can ask about the same topic again - there are so many members who actively answer questions that there is always new information being shared.

ANNUAL MEETING

Number of Attendees: 110-120

Summary of Meeting Activities:

The Lone Arrangers Roundtable held its annual meeting in conjunction with that of the Society of American Archivists in Atlanta, August 3, 2016.

- Report from Council Liaison: The council has approved the plan of doing away with Roundtables and Sections and creating Affinity groups. Affinity groups will be open to all SAA members and members will now be able to join as many affinity groups as they wish. "Affinity group" is not the official term, but that is being worked on for the final draft which will be out later this year.
- Incoming President Nancy McGovern introduced herself to the membership.
- Lyrasis representative Madeline Shelton spoke about the small-archives pilot project between themselves and ArchivesSpace, using volunteers from the LART membership.
- Ashley Levine provided an update on the communications subcommittee, and the results of the membership survey, which showed that the listserv, and some forms of social media, are the best venues to support communication between the roundtable and its members.
- SAA 2017 will be held in Portland Oregon. Proposal deadline is Friday, November 18. Report from Lone Arrangers
- The leadership for the 2016-2017 lone arrangers roundtable was introduced. Julia Corrin (in attendance) was congratulated on winning the election as Vice President/Chair Elect for the group. Rebecca Altermatt was thanked for all her hard work this year as the Chair, especially in forming the communications subcommittee.

- A lighting round of new and innovative projects completed by lone arrangers was organized for the annual meeting, on the topic: Preserving in Digital Formats: Challenges and Solutions in Small Archives.

Link to Meeting Minutes:

QUESTIONS FOR COUNCIL

We are always trying to find ways to make the meetings more accessible. One of the members suggested GoToMeeting for use during the year for steering committee and subcommittee work. Also at the annual meeting perhaps some kind of skype-type app could be more available in case people want to present and cannot attend.

Manuscript Repositories Section

Council Liaison: Michelle Light

Report Submitter: Anke Voss, avoss@urbanafree.org

ROSTER

Jacqueline Dean, Chair
Ashley Todd-Diaz, Vice Chair/Chair-Elect
Anke Voss, Immediate Past Chair
Sean Benjamin, Steering Committee Member
Lori Birrell, Steering Committee Member
Alison Clemens, Steering Committee Member
Jillian Cuellar, Steering Committee Member
Rory Grennan, Steering Committee Member
Elisa Ho, Steering Committee Member

ACTIVITIES

Completed

Reviewed and presented a summary, of current policies and procedures on virtual attendance in SAA and its affinity groups; Started compiling a list of resources and tools to assist researchers in interpreting cursive writing; Proposed and passed a by-laws referendum.

Ongoing

Section leadership would like to develop concrete tools and resources that address the impediment that cursive writing poses to researchers. Ideas under consideration include creating and compiling resources to assist manuscript repositories' staff in helping researchers interpret handwriting, providing a printed brochure or electronic file (PDF), along the lines of the brochures created by the Section on Donating Papers to a Repository, Deeds of Gift, etc., or creating a video tutorial. First steps will include assessing what exists in this area already. The Section would also like to reach out to the Teaching with Primary Sources Task Force to see if there is an opportunity for collaboration.

New

We are expecting that our membership will grow when SAA members are allowed to belong to unlimited affinity groups. We plan to survey Section members after the transition to assess their needs and interests.

STRATEGIC PLAN

Goal 1: Advocating for Archives and Archivists

n/a

Goal 2: Enhancing Professional Growth

n/a

Goal 3: Advancing the Field

n/a

Goal 4: Meeting Members' Needs

The Section distributed two newsletters, sharing Section news and member updates. The Section supported and developed annual meeting content that connected members to ongoing research initiatives, resources, and tools.

ANNUAL MEETING

Number of Attendees: 42

Summary of Meeting Activities:

The meeting commenced with a report from the nominating and elections committee, and results of a by-laws referendum. There was a tie for the third open slot on the Steering Committee. As directed by the Section's by-laws, we held a runoff election at the Section meeting for this final slot. For the referendum, the Section's Steering Committee proposed that the web liaison position be eliminated from the Section's leadership roster, with the duties of managing the Section's website being distributed among members of the Steering Committee. The referendum of the members of the Section was to determine whether the proposed changes to the by-laws of the Section were to be adopted. Over 95% of voting members (148) approved the proposed changes.

Other reports presented included a review of how SAA and other affinity groups address virtual attendance at the annual meeting, the Council liaison report, and a recap of the Teaching with Primary Sources Unconference held the previous day. Next, four affiliated groups, task forces, and committees presented on topics relevant to Section members.

Finally, the Section's annual meeting program featured, Tamar Chute and Ellen Swain, who introduced and facilitated a lively discussion of the newest book in the SAA series, Trends in Archives Practice: Teaching with Primary Sources.

Link to Meeting Minutes:

QUESTIONS FOR COUNCIL – None.

Metadata and Digital Objects Roundtable

Council Liaison: Bert Lyons

Report Submitter: Kari Smith, smithkr@mit.edu

ROSTER

Arcadia Falcone, Co-Chair
Martha Parker, Co-Chair
Rebecca Goldman, Steering Committee Member
Blake Graham, Steering Committee Member
Matthew McEniry, Steering Committee Member
Laurel Mcphee, Steering Committee Member
Kari Smith, Steering Committee Member
Melissa Torres, Steering Committee Member
Aaron Speight, Web Liaison

ACTIVITIES

Completed

- Organize the annual MDOR meeting at the annual SAA conference

Ongoing

- Consider alternative formats for annual meeting and solicit ideas from membership; include membership in selection of presentations
- Maintain the MDOR listserv and Twitter accounts to share resources and generate discussion on related topics
- Continue to expand MDOR's presence at regional, state, and local archival organizational meetings through volunteers

New

- New activities will be determined by the MDOR leadership after their first meeting in 2016.

STRATEGIC PLAN

Goal 1: Advocating for Archives and Archivists

Continue to expand MDOR's presence at regional, state, and local archival organizational meetings through volunteers

Goal 2: Enhancing Professional Growth

- Organize the annual MDOR meeting at the annual SAA conference
- Maintain the MDOR listserv and Twitter accounts to share resources and generate discussion on related topics
- Continue to expand MDOR's presence at regional, state, and local archival organizational meetings through volunteers

Goal 3: Advancing the Field

- Organize the annual MDOR meeting at the annual SAA conference

Goal 4: Meeting Members' Needs

- Maintain the MDOR listserv and Twitter accounts to share resources and generate discussion on related topics
- Consider alternative formats for annual meeting and solicit ideas from membership; include membership in selection of presentations

ANNUAL MEETING

Number of Attendees: < 75

Summary of Meeting Activities:

The SAA Metadata and Digital Objects Roundtable (MDOR) meet August 3, 2016 at the SAA Annual Meeting in Atlanta, Georgia. Approximately 75 people were in attendance, including the officers Kari Smith (co-Chair rotating off), Arcadia Falcone (co-Chair), (incoming co-Chair), Steering Committee members.

The 2016 MDOR annual meeting commenced with a brief business meeting to review election results and hear our (outgoing) Council Liaison Helen Wong Smith's comments. This was followed by the main program which was an update from the ePADD email archives project and an update from the DPLA Archival Description Working Group. After the two presentation and questions from Roundtable members the meeting adjourned with unanimous vote.

Link to Meeting Minutes: <https://docs.google.com/document/d/1UW3eW3uRIAgJO5DS-KRx-60KG5Rx7RV6NeodLknDCM0/edit?usp=sharing>

QUESTIONS FOR COUNCIL

With the removal of RT and Section distinctions from SAA member groups the MDOR leadership will be discussing how the MDOR RT can provide different or additional value from the Electronic Records Section.

Military Archives Section

Council Liaison: Michelle Light

Report Submitter: Jim Ginther

ROSTER

Jim Ginther, Chair

Melissa Wiford, Vice Chair

Laura Jowdy, Secretary

Beth Ann Koelsch, Steering Committee Member

ACTIVITIES

Completed

Military Archives Staff Ride for the Battle of Atlanta Campaign for SAA Annual Meeting 2016

Ongoing

Improve communication with membership through bi-monthly leadership email.

Forming working group to improve and develop roundtable Facebook page.

Forming working group to look at website development initiatives.

New

This year, the section members in attendance determined to survey SAA members about their holdings and use the new web site to begin to build a directory of repositories holding such collections. The aim is to facilitate information sharing about the collections, provide contacts to archivists and researchers, and improve reference services among military archivists around the country. Coordination of information gathering will be done by Mary Elizabeth Ruell. The posting of that information to the web directory will be responsibility of a yet to be named web team.

Creation of a comprehensive catalog of the World War I related to collections held in repositories around the country in anticipation of a building trend toward research on the Great War. The anniversary 100th Anniversary of the U.S. entry into the conflict is in April 2017 and the goal is to produce a catalog of sources that will promote the holdings and archives holding these collections in anticipation of a spike in research interested anticipated through 2020. The goal is to in a very specific way draw attention to the rich diversity of repositories holding such materials. Former MART Chair, Mike Miller will spearhead this effort.

STRATEGIC PLAN

Goal 1: Advocating for Archives and Archivists

The Military Archives Section continues to advocate for Archives and Archivists through the Annual Staff Ride Tours at the SAA Annual meeting which focus on local military related history, the use of archives in telling the story of local history and brings archivists in contact with other members of the historical profession in the area.

Our plan to develop centralized directories of military and military related collections as well as specialized catalogs is aimed a promoting better reference services and collection and use of military records throughout the country.

Goal 2: Enhancing Professional Growth

One of the focuses of the annual staff ride program is to provided opportunities for networking and professional exchange among archivists and to educate archivists and other historical professionals on resources available and ways to creatively use archival resources to for advocacy with other historical professionals and public at large.

Goal 3: Advancing the Field

Currently a small working group is considering ways to advance the field by looking at descriptive standards for military collections, broadening the understanding of the value, diversity, and used military and military related collections, and broadening the understanding of the impact of the military on society and the value of preserving the records of this impact.

Goal 4: Meeting Members' Needs

The current focus of the Military Archives Sections is focused on communication and information sharing. As a result through enhancements in use of the microsite, social media, and development of tools to distribute information about collections and activities we will improve our member's ability to interact and provide better service to the users of their collections.

ANNUAL MEETING

Number of Attendees: 40

Summary of Meeting Activities:

MART's SAA council representative, Michelle Light, was introduced to the group and briefed us on the following changes enacted by SAA Council: The primary action taken by Council reported on by Michelle was the change in way affinity groups are structured. There will no longer be Roundtables, all groups will now be called Sections. All Sections will need to have by-laws meeting current standards (MART's by-laws were originated under the new guidelines so they are in compliance.) Members will be allowed to join an unlimited number of sections. Non-members will be limited to their participation in three list serves.

On Wednesday August 3d the Military Archives Roundtable hosted the fifth in its series of "military staff" rides. This year SAA Council graciously provided funding to help defer the transportation costs associated with this annual event. This year's staff ride was built around a tour and discussion of sites related to the American Civil War battles for Atlanta. These included stops at New Hope Church, Kennesaw Mountain, and the site of the Peachtree Creek on the outskirts of the city proper. The tour was led by MART officers Jim Ginther, Melissa Wiford and Laura Jowdy. In addition to focusing on the history of the military impact on the local area during the war, the outing also focused on how the story of the conflict are preserved and transmitted, and what impact these have on public perceptions and social memory; and on how archival resources can be used in creative ways to promote awareness of local history and the role archival resources play in preserving and transmitting that history. We had 25 people in attendance over half which were non-MART members. Several of whom later commented on the quality and value of the presentation and mentioning that it was one of the highlights of their week at the conference. The leadership of the section also decided it might change the name of the annual event in the hope getting even broader participation and to clear up confusion that might be generated by the use of the military term "staff ride" for this annual event.

On Wednesday, August 3d, the MART held its 5th Roundtable meeting. This year section chair Jim Ginther changed the format of the meeting based around lessons learned from previous years. In the past the meeting often focused on brain storming that sometimes failed to produce concrete outcomes for a way ahead on some of the section's stated objectives. In order to remedy this the format of the meeting was changed. The section used most of its time for breakout sessions to identify specific measures that could be taken to address issues previously identified by section members as objectives for the group, and

the look at structures and assign specific responsibilities for the completion of these tasks. This structure produced better results in the past and actionable ideas that the section is now engage in accomplishing.

Better communication among repositories holding materials related to the impact of the military on American society has long been an objective of MART. This year, the section members in attendance determined to survey SAA members about their holdings and use the new web site to begin to build a directory of repositories holding such collections. The aim is to facilitate information sharing about the collections, provide contacts to archivists and researchers, and improve reference services among military archivists around the country. Coordination of information gathering will be done by Mary Elizabeth Ruell. The posting of that information to the web directory will be responsibility of a yet to be named web team.

A second project put forward during the meeting was the creation of a comprehensive catalog of the World War I related to collections held in repositories around the country in anticipation of a building trend toward research on the Great War. The anniversary 100th Anniversary of the U.S. entry into the conflict is in April 2017 and the goal is to produce a catalog of sources that will promote the holdings and archives holding these collections in anticipation of a spike in research interested anticipated through 2020. The goal is to in a very specific way draw attention to the rich diversity of repositories holding such materials. Former MART Chair, Mike Miller will spearhead this effort.

Link to Meeting Minutes:

QUESTIONS FOR COUNCIL

We would like to have Council consider continued funding for the annual staff ride program. We are planning to diversify the program this year in an attempt broaden scope understanding of the areas of social history touched on by the military. Portland offers excellent opportunities to do that and we are beginning already to plan an put feelers out to local institutions in that regard.

Museum Archives Section

Council Liaison: Kris Keisling, SAA Council Liaison

Report Submitter: Barbara Mathé, Outgoing Chair, bmathe@amnh.org

ROSTER

Christiana Dobrzynski, Chair
Gregory Jackson, Vice Chair/Chair-Elect
Margaret Huang, Newsletter Editor
Tamara Gaydos, Secretary
Rebecca Morgan, Web Liaison
Hillary Bober, Ex Officio (Standards Committee Liaison)

ACTIVITIES

Completed

- Following years of effort by the ad hoc Museum Archives Advocacy Group (MAAG) to enable more communication across LAMS particularly through CALM, the Committee for Archives, Libraries and Museums, formed jointly by ALA, SAA and AAM to allow communication across the three professional organizations, SAA, President, Dennis Meissner appointed Lorraine Stuart, MAS past chair, to a three year team on CALM. Lorraine, it should be noted, has moved on to a new position in an academic archive and is no longer a Museum Archivist but she will continue as a member of our group. She will do all that is possible to insure that the Museum Archives Section will continue to be represented on CALM when her term is over. Although presently completed, this continues to be an important issue for the section and the presence of a member of the Museum Archives Section on CALM should be codified.
- An Openlab Workshop for GLAMS (Galleries, Libraries, Archives and Museums) sponsored by NEH, CLIR, AAM, Center for the Future of Museums, ALA, DPLA, DLF and METRO (the Metropolitan New York Library Council) was announced last November. The web page for this workshop <http://openlabworkshop.wikispaces.com/> says it is “envisioned as a solutions lab, convener, and consultancy designed to accelerate the speed and impact of transformational change in the GLAM (gallery, library, archive, and museum) sector.” MAS Chair, Barbara Mathé, noted the conspicuous lack of inclusion of the archive community and brought this to the attention of the conveners and to Dennis Meissner, who was subsequently asked to attend the second day (invitation only) meeting on December 2, 2015. Mathé also attended the Ignite session at day one of the meeting on December 1, 2015.
- Also in the spirit of extended communication across LAMS, arising from discussions at the MAAG meeting in early 2015, Lorraine Stuart and David Farneth, were invited to chair a panel at the CIDOC meeting in the fall of 2015. Lorraine’s report on the panel can be found in the Summer 2016 Newsletter.
- The Chair extended an invitation to attend the MAS business meeting to the members of the Collective Wisdom cohort, a project of The Coalition to Advance Learning in Archives, Libraries and Museums where a select group were funded to attend all three conferences, ALA, AAM, and SAA. The cohort was invited to participate in the reports and discussions from the floor, and did so.
- A number of our members have become involved in projects working toward online integration across LAMS. These projects include the following: SNAC (Social Networks and Archival Contexts) pilot project, which includes the Smithsonian Institution and the American Museum of Natural History, and a number of MAS members have been participants. The standard is designed to separate the description of persons, families, and organizations—including their socio-historical contexts—from the description of the historical resources that are the primary evidence of their lives and work. A number of MAS members are working on the cooperative Field Book Project, with the long-term goal of linking historical field notes and specimen records in museums. The chair was invited to attend the PHOIBOS2 meeting about globally unique identifiers. Active field research scientists hope to integrate current and archival data across geological and biological scientific collections and data using linked data to monitor environmental changes over time.
- The Museum Archives Section Standards and Best Practices Working Group (S&BPWG) this year added materials related to born digital records to the online resource guide on the MAS web site that the working group has developed over, now, many years.
- S&BPWG also produced, once again, an excellent and well-attended pre-conference symposium. This year’s topic was on born-digital records in a museum setting. Co-chairs, Rachel Chatelbash and Susan Hernandez collaborated with members of the Electronic Records Steering Committee to create a born-digital activity/workshop that took place during the last hour of the symposium. They will be

writing a blog post for the ERS blog to explain more about the collaborative process and highlight this work for a for a broader audience.

Ongoing

- The inclusion of archives and archivists in the larger discussions surrounding GLAMS will continue to be an effort of the Museum Archives Section. One of the important reasons for that effort is the long term goal of integrated access to information reflecting different kinds of collections (and data) across different kinds of institutions, whether art, history or natural history using linked open data.
- Communications for section members continues to change and grow. The MAS microsite was updated this year and Becca Morgan, the web coordinator proposes that a visible brand for the Section be used on social media and is seeking suggestions. Marge Huang, newsletter editor, continues to produce two issues each year. There had been a suggestion for a special issue about metadata similarities and differences across Libraries, Archives and Museums. There will be a call for submissions in October.
- The Standards and Best Practices Working Group will continue to plan additions to the resources on the MAS web site. There will be an effort to work with SAA to review web analytics to determine how to expand the reach of those valuable online resources that may not be well known outside the Section or SAA. S&BPWG is starting to plan and to plan a pre-conference symposium for next year's meeting in Portland. Rachel Chatelbash will remain as co-chair but Susan Hernandez is stepping down with Megan Schwenke from Harvard University taking her place.

New

- The incoming chair referenced social justice issues and better unification of different types of museums at the Annual business meeting as issues for the Section to pursue. Quite a number of GLAMs professionals have been active recently in supporting the Black Lives Matter movement and LGBTQ-rights, as well as increased acknowledgment from SAA, especially from the Diversity Committee, the Archives and Archivists of Color RT, and the Lesbian and Gay Archives RT. The new chair hopes to strengthen communication with the MAS members by sharing and highlighting significant activities and initiatives that our allied colleagues are doing, as well as provide potential avenues for further discussion as a group for those interested.
- In addition to diversity issues, the topic for Portland "alike/different" offers many possibilities for sessions pertinent to museum archivists including archives in different types of institutions sharing similar administrative issues; Metadata standards and conceptual models for Libraries, Archives and Museums; and comparisons of museum collections when physical or digital.
- Rachel Chatelbash and Susan Hernandez have assembled contributors and a prospectus for a 3rd edition of the SAA Museum Archives volume and will be submitting the proposal to the Publications Board in early September.

STRATEGIC PLAN

Goal 1: Advocating for Archives and Archivists

Advocacy has been a long-running concern of the section and was directly and successfully addressed by the Museum Archives Advocacy Group (MAAG), and with the support of Dennis Meissner in the appointment of a member of the Museum Archives Section to CALM. It is necessary to make that representation permanently codified by the Council. In addition the ad hoc inclusion of SAA in the Openlab workshop and the invitation to the Collective Wisdom group points to the need for awareness by

the MAS about participation in joint ventures with Museum and Library professionals. This is an ongoing effort.

Goal 2: Enhancing Professional Growth

Communication within the Section is a priority, sharing current news via the newsletter and resources on the web site has been and will continue to be a priority for the Section. The professional development afforded by the pre-conference workshops has been long-standing and will continue. This year, a direct effort was aimed at communicating with member of the Collective Wisdom cohort and a number of them attended the annual business meeting. The Standards and Best Practices Working Group, in particular offers opportunities for members to participate in the work of the section, based on their available time.

Goal 3: Advancing the Field

The professional development described above and the participation of MAS members in pilot projects and standards development, and subsequently sharing the results of those efforts through the web site, publications and symposia places the Museum Archive Section in the forefront for advancing the field of archives both within museums and in other institutions. Christiana Dobrzynski, the incoming chair, has participated on the SAA Standards Committee which has included reviewing and approving official standards endorsed by SAA, which includes discussion of better integration between standards of allied professions in GLAMs, as well as shared concerns about digital preservation, all of high importance and relevance for the MAS in particular.

Goal 4: Meeting Members' Needs

Museum Archive Section members are informed via the lists, social media and a collegial environment that encourages participation in the section. The Standards and Best Practices Working Group work aspires to meet member needs by providing examples of policies, procedures, and best practices for reference and modification in Section member repositories. On a very basic level, it also gives Section members a way to network and become part of a team of colleagues.

ANNUAL MEETING

Number of Attendees: here were about 75 people in attendance.

Summary of Meeting Activities:

Current chair Christiana Dobrzynski welcomed everyone to the meeting and thanked the working group and the steering committee. She introduced the new Chair Elect, Gregory Jackson. She welcomed Dennis Meisner, President of SAA, who attended the meeting. Christiana read the report and remarks from outgoing chair Barbara Mathé, who was unable to attend the meeting.

There were reports from the Steering Committee Members and from SAA Council Liaison, Kris Keisling and Amy Schindler, SAA-ACRL/RBMS Joint Task Force on the Development of Standardized Statistical Measures for Public Services in Archival Repositories and Special Collections Libraries who Announced that version 1 of a draft standard is open for comment until August 22nd and one can comment online or via email.

The Chair also read Lorraine Stuart's report about her participation in the annual meeting of in the International Council of Museums (ICOM) International Committee on Documentation (CIDOC), where she and David Farneth, Getty Research Institute, organized the panel discussion, "How Can We Achieve

GLAM? Understanding and Overcoming the Challenges to Integrating Metadata Across Museums, Archives, and Libraries”, held in Delhi, India, September 8, 2015. A copy of the report can be found in the summer newsletter.

The Chair called for suggestion for activities for the section and plans for next year. She would like to see us tackle social justice issues and better unification of different types of museums.

Announcements from the Floor

- Susan Irwin, Arizona Historical Society, is a member of the Collective Wisdom Cohort and she and others from the cohort described their recent activities and possible outcomes
- Kathleen Roe talked about contemporary artists who create digital art. We have an ally in AAM (American Alliance of Museums). We should develop a “tool kit” for living/working artists.
- A representative from RiC (Records in Context, an international standard for archival description) stated that a draft will be released in 2017.
- Marge Huang announced that the Philadelphia Museum of Art in coordination with ARLIS is administering an NDSR Art Program. The applications for host institutions are due October 31st. More information can be found here: <http://ndsr-pma.arlisna.org/>.
- Richard Hulser, Natural History Museum of Los Angeles, announced that they will have an NDSR program as part of the Biodiversity Heritage Library and that that they have a job opening for an archivist.

Link to Meeting Minutes: <http://www2.archivists.org/groups/museum-archives-section/minutes-for-the-annual-business-meetings-2016>

QUESTIONS FOR COUNCIL

The Museum Archive Section would like to formally affirm that SAA representation on CALM will include at least one member from the Section to represent the Society on the joint Committee. What is needed to proceed with that action?

Native American Archives Roundtable

Council Liaison: Amy Cary

Report Submitter: Michael Pahn, pahnm@si.edu

ROSTER

Jonathan Pringle, Chair
Ricardo Punzalan, Vice Chair/Chair-Elect
Michael Pahn, Immediate Past Chair
Stephen Curley, Steering Committee Member
Emily Moazami, Steering Committee Member

ACTIVITIES

Completed

N/A

Ongoing

Strategic Priority – Technology Initiatives:

- Further enhancement of the NAAR web page on SAA's site.
- Increased use of NAAR listserv.

Strategic Priority – Diversity Initiatives:

- Continued active involvement on the Cultural Heritage Working Group and other SAA Sections

Strategic Priority – Advocacy/Public Awareness Issues:

- NAAR Steering Committee and Roundtable members continue to actively engage in advocacy and raise awareness of issues of access, cultural sensitivity, and other NAAR priorities at meetings of other organizations, as mentioned above.

New

N/A

STRATEGIC PLAN

Goal 1: Advocating for Archives and Archivists

Jonathan Pringle's participation in the Association of Canadian Archivists' Special Interest Section on Aboriginal Archives.

Ricardo Punzalan's and Michael Pahn's participation in the revitalization of the Council on the Preservation of Anthropological Records (CoPAR).

Please see 2016 meeting notes for additional info.

Goal 2: Enhancing Professional Growth

NAAS members' ongoing participation in the Association of Tribal Archives, Libraries, and Museums and the Sustainable Heritage Network.

Please see 2016 meeting notes for additional info.

Goal 3: Advancing the Field

Ricardo Punzalan's successful IMLS grant proposal "Valuing Our Scans," which seeks to assess the research and reuse value of digitized archival collection.

James Gerenscer and Dickinson College's Carlisle Indian School Digital Resource Center, which strives to aggregate digitized material about the Carlisle School into a single virtual repository. This includes family materials and tribal perspectives.

Please see 2016 meeting notes for additional info.

Goal 4: Meeting Members' Needs

TBD.

ANNUAL MEETING

Number of Attendees: 20

Summary of Meeting Activities:

Amy Cary – SAA Council liaison

Information about this NAAR meeting must be submitted by March. Elections must be held annually. The annual report and leader roster must be in place by Sept. 1. Overall, SAA is trying to simplify this process and make it as easy as possible. Council may make requests for comments. Note: we are now the Native American Archives Section (NAAS) New affinity groups/sections can be made through a petition of 100 SAA members. Bylaws must be standardized across sections. Groups have to be viable/meet a certain benchmark to remain. A group can also determine that it is strictly ‘virtual’ and does not need to exist as an in-person group. SAA staff is looking for software to allow groups to thrive in an online environment. Working group on diversity and inclusion – approval of the word ‘inclusion.’ This working group has developed a web page so SAA members can be made aware of the numerous resources related to diversity and inclusion in the organization. A group was appointed to do an environmental scan with a number of the technical sections related to metadata and digital practice. Exciting things to look forward to.

Jennifer O’Neal

Reports on Cultural Heritage Working Group and SAA 2017 Meeting planning Cultural Heritage Working Group. Focused on producing bibliographies and case studies that will help SAA members in this area. Something they’re working on is a survey of the membership about knowledge of cultural heritage and projects to be taken on related to this topic. 2017 Program Committee. For next year, the theme of the conference (Portland) is ‘alike/different.’ Something different about next year: sessions on Thursday/Friday, but Saturday is a specific forum/symposium devoted to the conference theme (the liberated archive: a forum for envisioning and implementing a community-based approach to archives). Call for proposals for this symposium will come a bit later than the regular sessions. Much feedback will come from affinity groups. We’d like to see attendance from non-members to participate in this symposium and we would possibly have fees waived for attendance/participation.

Jonathan Pringle: Association of Canadian Archivists update

Updates on efforts by the Association of Canadian Archivists (ACA) and their Special Interest Section on Aboriginal Archives (SISAA) In June 2015, the Truth and Reconciliation Commission of Canada released a report that compiled 94 “Calls to Action” for various sectors of the Canadian government. Call to Action 70 spoke to the archival profession directly:

- We call upon the federal government to provide funding to the Canadian Association of Archivists to undertake, in collaboration with Aboriginal peoples, a national review of archival policies and best practices to:
 - 1) Determine the level of compliance with both the UN Declaration on the Rights of Indigenous Peoples and the UN Joinet-Orentlicher Principles
 - 2) Produce a report with recommendations for full implementation of these international mechanisms as a reconciliation framework for Canadian archives.

Jonathan worked with a special group within the SISAA to develop recommendations for the call to action. These were submitted to the ACA council in January 2016. Two documents (annotated bibliography and the detailed recommendations) are available on the NAAS blog. Some updates since these recommendations were put forward:

March 2016: ACA President enthusiastically supports the recommendations and explains they will move up to one of the Task Forces

June 2016: ACA meeting

- No new news to report on this effort
- The Canadian Aboriginal Archives Guide to potentially become two resources, one for Aboriginal community-based archives, and another for non-Aboriginal repositories managing Aboriginal resources.
- SISSA proposed potentially bringing ATALM to Canada; they will talk with ATALM leadership about this.

James Gerencser: Carlisle Indian School Digital Resource Center

Project started 3 years ago as an effort to digitize and make available resources about Carlisle. Started with the record held at NARA in DC. All series at NARA have been digitized. Current plan is to have a big public launch 2 years from now (100-year anniversary of the closing of that school). A book is coming out from University of Nebraska press related to the school – out in October. A lot of the work for that book came out of a 2012 symposium held at Dickinson College. The project is expanding to including smaller repositories (Cumberland County Historical Society). Check out carlislejourneys.org (Cumberland site) for an exhibit on the history of athletics at the school. Gerencser is working on the website for the whole project to allow people to upload their own files/material/stories online.

Ricky Punzalan: IMLS Grant and CoPAR updates

Received news that his IMLS proposal “Valuing our Scans” was funded. Archivists across repositories are interested in knowing the kinds of users and their uses of these digitized materials. Does this material assist with well-being? How meaningful is this use? Fills a gap with assessment of the use of digitized materials. Punzalan partnered with the National Anthropological Archives on this project. Using a specific collection there as a test bed and identifying a user/test group. This project just started in May, so they’re identifying partners at this stage. Council on Preserving the Anthropological Record (CoPAR) update. Punzalan wants to update their website and move it towards a web 2.0/data curation approach. This project got some support, and in early June there was a workshop with 30 individuals to talk about strategies for moving forward. How do we revive CoPAR and who are the contributors? Please talk to Ricky if anybody is interested in working with CoPAR.

Michael Pahn: General Updates

ATALM (Association of Tribal Archives, Libraries, and Museums) is coming up in October; it will be held in Gila River AZ.

The Library of Congress is celebrating the American Folklife Center’s 40th anniversary with a symposium in September.

Dartmouth College is holding a symposium in September on indigenous archives in the digital age.

Jennifer will put more information on the NAAS blog.

Jennifer O’Neal: ATALM 2015 review

ATALM 2015 – an archives protocol summit was held. The planners wanted to put together a forum on the Protocols. Jennifer facilitated. A full day of collaborative conversations between international

colleagues. Actionable items were discussed and some suggestions were brought forward. One idea is to leave the document as-is and provide a compendium guide, complete with case studies and implementation suggestions. Since the summit, Jennifer has been trying to find funding for taking the next step with this project. If anybody is interested in helping, contact Jennifer. With this new initiative complete, approach SAA for their endorsement of the document as an external document.

Michael Pahn: NAAS leadership update

Leadership of the NAAS (section). One of the things we have to do is have annual online elections. We missed this deadline. We are behind in maintaining our leadership roster. Our section has a steering committee. 6 or 7 people are self-nominated or nominated by others. These folks are elected to two-year (renewable) terms. We also vote on a vice-chair, who becomes the next Chair. We do not have an incoming Chair. Michael would be happy to hand over the reins and have another individual step into his role, as well as have another chair-elect. Michael will send out a call via the listserv shortly.

New Projects/Activities: None at this time.

Strategic Priority – Technology Initiatives:

- Further enhancement of the NAAR web page on SAA’s site.
- Increased use of NAAR listserv.

Strategic Priority – Diversity Initiatives:

- Continued active involvement on the Cultural Heritage Working Group and other SAA Sections

Strategic Priority – Advocacy/Public Awareness Issues:

- NAAR Steering Committee and Roundtable members continue to actively engage in advocacy and raise awareness of issues of access, cultural sensitivity, and other NAAR priorities at meetings of other organizations, as mentioned above.

Link to Meeting Minutes:

QUESTIONS FOR COUNCIL

There was great concern that the 7:30am Roundtable and Section Group meeting time was a hardship for attendees from the West Coast, for whom it felt like 4:30am. Our meeting was very sparsely attended, with roughly half the number of participants as in 2015.

Oral History Section

Council Liaison: Pam Hackbart-Dean

Report Submitter: Rachel Telford, rktelford@gmail.com

ROSTER

Mary Larson, Chair

Amanda Pellerin, Vice Chair/Chair-Elect

Rachel Telford, Immediate Past Chair

Ellen Brooks, Steering Committee Member

Talya Cooper, Steering Committee Member
Virginia Ferris, Steering Committee Member
Katie McCormick, Steering Committee Member
Melissa Lindberg, Newsletter Editor

ACTIVITIES

Completed

SAA Oral History Project Digital Collection was launched by the University of Wisconsin, Milwaukee Archives, completing a seven year long project by the Oral History Section's leadership and members.

Dialogue: The Newsletter of the Oral History Section - 2 issues produced (Winter 2016 & Summer 2016).

Ongoing

At the annual meeting, there was agreement that the section would continue a regular publishing schedule for the newsletter, Dialogue, and would revisit the possibility of new formats, including an audio-based newsletter.

New

Section leadership remains open to suggestions from members regarding programming, and will solicit feedback and suggestions from members who were not able to attend the annual meeting.

STRATEGIC PLAN

Goal 1: Advocating for Archives and Archivists

Provided a forum for members to discuss issues relating to advocacy. Topics of discussion on the section email list included communicating the value and function of oral history projects to institutional review boards.

Goal 2: Enhancing Professional Growth

The Oral History Section completed the SAA Oral History Project, and worked with the University of Wisconsin, Milwaukee, to ensure accessibility. The interviews are a valuable resource for current and aspiring archivists seeking to learn about the field and its history.

Goal 3: Advancing the Field

See Goal 2.

Goal 4: Meeting Members' Needs

Published two issues of Dialogue: The Oral History Section Newsletter, which provided opportunities for section members to share their work, and learn about new collections and initiatives.

ANNUAL MEETING

Number of Attendees: 80

Summary of Meeting Activities:

- Introduction of new officers and newsletter editor.
- Final report on the SAA Oral History Project by Treshani Perera.
- Sam Robson of the Atlanta-based U.S. Centers for Disease Control and Prevention (CDC) discussed the oral history work he has been doing with Ebola responders.

Link to Meeting Minutes:

QUESTIONS FOR COUNCIL

-

Performing Arts Roundtable

Council Liaison: Rachel Vagts

Report Submitter: Scott W. Schwartz, schwartzs@illinois.edu

ROSTER

Scott Schwartz, Co-Chair
 Elizabeth Surlles, Co-Chair
 Maureen Cech, Newsletter Editor
 Amanda Axel, Assistant Newsletter Editor
 Katherine Crowe, Steering Committee Member
 Laurie Moses, Steering Committee Member

ACTIVITIES

Completed

No projects for the 2015-2016 year were completed.

Ongoing

1. PAR microsite: Kate Crowe plans to continue her work on this site later this year to which will also include a comprehensive history of the Performing Arts Roundtable as well as links to as many of the past newsletters that have produced over the years and are still available.
2. Performance Newsletter: Scott Schwartz will work with the PAR newsletter editor, Helice Koffler, and assistant editor, Maureen Cech, the incoming PAR co-chair, and the PAR Steering Committee to continue the publication of this exceptional newsletter for the coming year as well as seek out a public award recognition for the fine work that Helice and Maureen have done over many years.

New

1. Steve Eberhart, a representative from LYRASIS, presented about a planning grant that LYRASIS had just concluded which focused on emergency/disaster planning for performing arts collections. Tom Clareson, the project manager of the next phase of the project, has approached the PAR steering committee to see if it makes sense for our roundtable to serve in an advisory capacity to LYRASIS as the project progresses.

2. Kate Crowe, PAR steering committee member, has approached the Students and New Archives Professionals Roundtable (SNAP) to see if she might moderate one of their #snaprt chats, focusing specifically on informing students and new archives professionals about performing arts archives careers. Nothing is planned just yet, but we hope to collaborate more with them over the coming year in order to support more new professionals in our specialization.

STRATEGIC PLAN

Goal 1: Advocating for Archives and Archivists

PAR continues to support the performing arts preservation initiatives of the University of Minnesota Performing Arts Archive's NEH project, Dance Heritage Coalition, and the Theatre Library Association through scholarly articles and reports that are published through PAR's newsletter, "Performance" which is published one or two times each year and made available to all members of PAR as well as other members of SAA.

Goal 2: Enhancing Professional Growth

Kate Crowe, as a member of the PAR steering committee, is leading an investigation on how PAR can strategically collaborate with other professional performing arts organizations around the country (e.g., Music Library Association, Theater Library Association, American Theatre Archive Project, Dance Heritage Coalition) to ensure SAA's members are aware of and actively engaged with these organizations' performing arts preservation initiatives each year.

Goal 3: Advancing the Field

Elizabeth Surles, as one of the co-chairs the Music Library Association Working Group for Archival Description of Music Materials, is working with members of PAR, MLA, and other music preservation organizations to establish a set of standards for describing music collections that can be applied consistently across music libraries, archives, and museums.

Goal 4: Meeting Members' Needs

The PAR chairs and steering committee will continue to advocate for and support its members annual meeting session proposal that advance the performing arts preservation and accessions missions of the roundtable.

ANNUAL MEETING

Number of Attendees: 33

Summary of Meeting Activities:

Welcome and recap of the Georgia State Music Special Collections tour given to PAR members was provided by Kate Crowe.

SAA Council representative, Rachel Vagts, reported on membership dues, member affinity group changes, and SAA's Diversity and Inclusion Initiative.

Reports were given about the University of Minnesota Performing Arts Archive's NEH project, Dance Heritage Coalition, Theatre Library Association, Lyrasis Mellon Foundation grant project, and the American Theatre Archive Project.

Elizabeth Surles reported on her work with Music Library Association Working Group for Archival Description of Music Materials.

Finally Kate Crowe led a discussion on the strategic direction of the roundtable with special attention given to how we can best collaborate with our affiliate/partner organizations.

Link to Meeting Minutes:

QUESTIONS FOR COUNCIL

None

Preservation Section

Council Liaison: Rachel Vagts

Report Submitter: Alix Bentrud, abentrud@gmail.com

ROSTER

Frances Harrell, Chair
Janet Carleton, Vice Chair/Chair-Elect
Alix Bentrud, Immediate Past Chair
Supriya Wronkiewicz, Web Liaison
Eve Neiger, Steering Committee Member
Jill Sweetapple, Steering Committee Member
Fletcher Durant, Member-at-large
Anastasia Matijkiw, Member-at-large

ACTIVITIES

Completed

Second silent auction for the National Disaster Recovery Fund for Archives with 40 donations and raised just under \$1750.

Creation of Preservation Week poster on topics related to collection and staff security.

Ongoing

Preservation Week/Mayday outreach.

Creation of bookmarks and temporary tattoos for distribution at conferences and archives events.

New

Worked with Security Roundtable for feedback on Preservation Week.

STRATEGIC PLAN

Goal 1: Advocating for Archives and Archivists

Expand Social Media Engagement

Build awareness of National Disaster Recovery Fund for Archives, MayDay, & Preservation Week

Goal 2: Enhancing Professional Growth

Providing volunteer opportunities to members and students.

Provide a forum for discussion and exchange of ideas.

Goal 3: Advancing the Field

Explore the intersection of public service and collection preservation.

Goal 4: Meeting Members' Needs

Provide timely communication to members on preservation topics and events.

ANNUAL MEETING

Number of Attendees: 55

Summary of Meeting Activities:

There were presentations from Jessica Leming reporting on digital projects at the Atlanta University Center.

Joel Wurhl presented on grant opportunities from the NEH.

The main portion of the meeting was a series of lightning talks on selection criteria and tools used to select collections or items for preservation and conservation.

Presenters were:

- Tommy Brown – Auburn University
- Sarah Cunningham – LBJ Presidential Library
- Bradly Daigle – University of Virginia
- Neil Guilbeau – Mississippi State
- Vincent Novara – Michelle Smith Performing Arts Library, University of Maryland, Linda Reynolds – Stephen F. Austin State University
- Harrison Wick – Indiana University of Pennsylvania

Link to Meeting Minutes:

QUESTIONS FOR COUNCIL

Preservation section may be pursuing a budget request to assist with printing of bookmarks and handouts for archives events.

Privacy and Confidentiality Roundtable

Council Liaison: Courtney Chartier

Report Submitter: Valerie Gillispie, valerie.gillispie@duke.edu

ROSTER

Jeremy Brett, Chair
Heather Oswald, Vice Chair/Chair-Elect
Valerie Gillispie, Immediate Past Chair
Anne Graham, Web Liaison
Katherine Duvall, Steering Committee Member
Daniel McCormack, Steering Committee Member
Judith Wiener, Steering Committee Member
Lauren Wittek, Intern

ACTIVITIES

Completed

Worked with NARA to host Chief Counsel/FOIA Officer Gary Stern and Presidential Materials Archivist Stephannie Oriabure at annual meeting.

Ongoing

We sponsored several listserv discussion about provocative topics in the area of privacy and confidentiality.

Planning for revised website: reviewed components of current website and discussion of elements to include. Recruited intern to help with this process.

Update bibliography of privacy resources

New

survey membership about areas of concern/interest, and to identify resources for microsite. Possible research teams on individual topics led by steering committee members.

Follow up on outcomes of questions posed to listserv.

Find way to gather articles, links, other info that we find related to P&C for sharing in social media.

STRATEGIC PLAN

Goal 1: Advocating for Archives and Archivists

We have led discussions (both online and in person) on how to make records available to the full extent possible while protecting privacy where needed. Leadership on the Roundtable have been contacted for information about training for these issues. One of our main goals of the upcoming year, to increase the resources available on our microsite, is intended to empower archivists to make educated decisions on the

handling of their collections and to communicate the rationale behind those decisions to their stakeholders.

Goal 2: Enhancing Professional Growth

Our roundtable has been and continues to be a cross section of SAA--archivists working in a variety of settings, sharing their specializations. We are working with an intern to survey our members needs, providing a hands on experience for the intern as well as increasing our ability to respond to the needs of our community.

Goal 3: Advancing the Field

Our discussions on the listserv about how to approach various privacy-based issues are an excellent way to share best practices and new research on specific topics. Based on the interest in these discussions, we are going to compile such information by topic and make them available on our microsite.

Goal 4: Meeting Members' Needs

We are going to survey our members this year to learn more about their concerns in the areas of privacy and confidentiality, and use this feedback to shape our activities. We are also exploring ways beyond the listserv to engage our membership (such as social media).

ANNUAL MEETING

Number of Attendees: 35

Summary of Meeting Activities:

Tim Pyatt from Council provided an update on latest activities.

We announced the results of our election and discussed activities of past year and plans for this year. We thanked outgoing leadership team members.

Gary M. Stern, General Counsel of NARA and Chief Freedom of Information Act (FOIA) Officer, and Stephannie Oriabure, Presidential Materials Staff, NARA present on their work with records at the federal level, including presidential libraries. They discussed how they handle material as they are processed, and how they make materials available as the result of FOIA requests. Topics discussed include review of email, federal policies impacting privacy and access, and classified information issues. Lively Q&A.

Link to Meeting Minutes: will be posted soon

QUESTIONS FOR COUNCIL

No particular concerns.

Public Library Archives and Special Collections (PLASC)

Council Liaison: Amy Cooper Cary

Report Submitter: Mark Greek, mark.greek@dc.gov

ROSTER

Jennifer Sharp, Chair
Jody Hoks, Vice Chair/Chair-Elect
Cynthia Harbeson, Web Liaison
Ellen Eckert, Secretary
Heidi Butler, Steering Committee Member
Daria D'Arienzo, Steering Committee Member

ACTIVITIES

Completed

In Cleveland, at the SAA Annual Meeting, it was decided that PLASC members would benefit from information surrounding disaster preparedness. To that end, PLASC Leadership spent the year researching the best practices concerning disaster preparedness and proposed using a portion of our meeting time at the Annual Meeting in Atlanta to present a panel discussion on that topic. We assembled a panel who each presented on six different topics in a lightning round format. Each presenter gave presentations filled with basic information on the following topics: The pocket response guide; who to call for help; handling wet items; re-act packs; documenting your disaster; web resources and aps. While not any one subject was covered in great detail, it is our hope that PLASC members were given enough information that they can get started.

Here is a list of the presenters:

Presenters - Topic - Institution
Mark Greek - Moderator/ PLASC Chair - DC Public Library
Laura Hartz Stanton - Pocket Response Guide - CCAHA
Tom Claerson - Who to Call for Help - LYRASIS
Ann Frellsen - Handling Wet Items - Emory University
Ashley Greek - Re-act Packs/ Supplies - Library of Congress
Christine Wiseman - Documenting Your Disaster - Atlanta University Center
Jessica Unger - Web Resources and Aps - AIC

Presentations, in the form of PowerPoints were mounted on the PLASC microsite.

Ongoing

PLASC Leadership does continue to do outreach within the Public Library community at other regional and national meeting/conferences with minimal to modest success.

New

In light of the new SAA Guideline for Affinity Groups – PLASC Leadership will be considering how the section will proceed. A survey of the entire PLASC membership was proposed.

STRATEGIC PLAN

Goal 1: Advocating for Archives and Archivists

PLASC leadership continues to support the roll of archives in public libraries at various regional and national library related meetings and workshops.

Goal 2: Enhancing Professional Growth

PLASC maintains an active listserv posting opportunities for career advancement and training opportunities

Goal 3: Advancing the Field

The PLASC listserv has been the best tool for our members to share the latest accomplishments and resources with our membership

Goal 4: Meeting Members' Needs

PLASC maintains an active listserv where members can fully express their needs or ask for help and guidance from other members. Since not all PLASC members can attend the SAA Annual Meeting - our leadership has taken to having informal meeting at local and national library meetings - although these have had limited success we feel it is still a valuable outreach tool for PLASC

ANNUAL MEETING

Number of Attendees: 35

Summary of Meeting Activities:

In Cleveland, at the SAA Annual Meeting, it was decided that PLASC members would benefit from information surrounding disaster preparedness. To that end, PLASC Leadership spent the year researching the best practices concerning disaster preparedness and proposed using a portion of our meeting time at the Annual Meeting in Atlanta to present a panel discussion on that topic. We assembled a panel who each presented on six different topics in a lightning round format. Each presenter gave presentations filled with basic information on the following topics: The pocket response guide; who to call for help; handling wet items; re-act packs; documenting your disaster; web resources and aps. While not any one subject was covered in great detail, it is our hope that PLASC members were given enough information that they can get started.

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Ann Frellsen - Handling Wet Items - Emory University

Ashley Greek - Re-act Packs/ Supplies - Library of Congress

Christine Wiseman - Documenting Your Disaster - Atlanta University Center

Jessica Unger - Web Resources and Aps - AIC

Presentations, in the form of PowerPoints were mounted on the PLASC microsite.

A live stream of the meeting in Atlanta was attempted but we were unable to stream due to lack of bandwidth and/or poor internet connection

Link to Meeting Minutes:

QUESTIONS FOR COUNCIL

Cost is still the most cited factor as to why PLASC members do not attend the SAA Annual Meeting - we hope that Council will continue the recent trend of having the Annual meeting in alternative locations and regions throughout the US for this will allow our membership who live locally a greater opportunity to attend an SAA meeting.

Recorded Sound Roundtable

Council Liaison: Bergis Jules

Report Submitter: Sarah Cunningham, shcunningham@gmail.com

ROSTER

Eric Cartier, Chair
Tre Berney, Vice Chair/Chair-Elect
Rebeca Chandler, Newsletter Editor
Jolene Beiser, Web Liaison
Naki Danielle Cordovez, Steering Committee Member
Sarah Cunningham, Steering Committee Member
Benjamin Houtman, Steering Committee Member
Calvin Rydbom, Steering Committee Member

ACTIVITIES

Completed

- Social Media set up
- Newsletter published
- Addressing the needs of new AV Archivists

Ongoing

- Addressing the needs of AV Archivists
- Bibliography updates
- Support of sessions relating to Recorded sound

New

- Facebook and Twitter presence
- Web sections for new AV Archivists

STRATEGIC PLAN

Goal 1: Advocating for Archives and Archivists

The best way to advocate for our field is to educate the members of this group. We are planning to 'spread the word' for many outside opportunities

Goal 2: Enhancing Professional Growth

The best way to enhance professional growth for our field is to educate the members of this group. We will also provide job postings in the field.

Goal 3: Advancing the Field

Our site provides links to new standards as they are published

Goal 4: Meeting Members' Needs

We have a very active disc list where members can post questions relating to their day to day recorded sound collections

ANNUAL MEETING

Number of Attendees: 76

Summary of Meeting Activities:

1. Chair's welcome, Sarah (5 minutes)
2. Introduction of current and incoming officers (5 minutes)
3. Program -Audio Preservation, Archivists and the Future of Collections (30 minutes)
4. SAA Council Liaison Bergis Jules (10 minutes)
5. Old business
 - a. SAA 2016 sessions related to Audio Preservation
6. New business (10 minutes)

Announcements

AV Archives Night August 3, 7:00 pm at the Sound Table

Discussion (remaining time)

At the end of the section meeting, there will be an open discussion where participants can pose questions or share aspects of their experiences working with recorded sound collections.

Link to Meeting Minutes:

QUESTIONS FOR COUNCIL

The Council has provided great support this year! Thank you!

Records Management Roundtable

Council Liaison: Erin Lawrimore

Report Submitter: Bethany Cron, bethany.cron@nara.gov

ROSTER

Bethany Cron, Chair
Courtney Bailey, Steering Committee Member
Jessika Drmacich, Steering Committee Member
Hillary Gatlin, Steering Committee Member
Brad Houston, Steering Committee Member
Eira Tansey, Steering Committee Member
Alex Toner, Steering Committee Member
Lorette Weldon, Steering Committee Member
Christiana Dobrzynski, Ex Officio (Standards Committee Liaison)

ACTIVITIES

Completed

- Google Hangouts - This past year, the RMRT hosted two Google Hangouts on ePADD and Managing email using predictive coding.
- The Schedule Blog - The RMRT Steering Committee posted 26 posts so far on The Schedule blog in 2016. This content was viewed about 6787 times so far in 2016. We were pleased to have the Research Data Management series this past July. Alex Toner coordinated this series. Courtney Bailey began a series on Open Source Tools for Records Management. She has done two posts this far to highlight free tools that could be used for RM programs.
- Records Management Bibliography - We were excited to share with the Roundtable the new Records Management Bibliography in Zotero. This resource builds upon the bibliography from the RMRT in 2012. The benefits to sharing the bibliography in Zotero is that anyone can join the group to contribute to the list. It is no longer a static document. The bibliography has 23 categories and we hope to add, with the RMRT's help, even more resources.
- Twitter Chat - RMRT hosted a joint Twitter chat with the SNAP roundtable.
- The Records Manager - Put out two issues of The Records Manager, the RMRT newsletter. The newsletter was released in the new shorter format agreed upon by the membership and included summaries of blog posts from The Schedule.

Ongoing

- Google Hangouts - The RMRT is planning to host future hangouts on appraisal, a recap of the SAA session "You may already be an RM", Open Source Tools for RM, a session on Federal records laws, and the retention of law enforcement body cameras.
- The Schedule Blog - We will continue the series on Open Source Tools for Records Management. The posts will highlight free tools that could be used for RM programs.
- Records Management Bibliography - We will perform ongoing maintenance for the bibliography, including adding and removing resources. We hope to do a blog post soon on how to use it.

- Student Liaison - This past year, Eira Tansey met with SAA student groups at Sacramento State and San Jose State University. She will also look for other student chapters to provide them an introduction to records management.

New

- The Schedule Blog - Next year we hope to start a new blog series with interviews from people in records management.
- RM Webinars - Brad Houston is organizing the production of webinars on records management topics.

STRATEGIC PLAN

Goal 1: Advocating for Archives and Archivists

We are interested in helping SAA advocate the value of Archives and Archivists, especially as this goal relates to reestablishing a formal relationship with ARMA International.

Goal 2: Enhancing Professional Growth

As noted, RMRT has continued efforts to maintain our social media presence, most prominently in the form of our blog, Google+ account, and our Google Hangouts available on YouTube. These venues are intended to bring educational material and other items of interest to a wider audience than we can achieve through the listserv alone. Our goal in this area for next year is to improve the consistency of Hangout frequency. The RMRT co-hosted a Twitter chat with the Students and New Archives Professionals (SNAP) Roundtable to answer RM questions.

Goal 3: Advancing the Field

See above. Additionally, we looked to build additional awareness of the concerns of archivist/RM hybrids outside the profession this year; we are discussing how to better work with ARMA and how to discuss archives in the records management community.

Goal 4: Meeting Members' Needs

Our educational initiatives are intended to bring low- or no-cost training resources to members, including our student members. We released the updated Records Management Bibliography as a resource for archivist/records managers. The bibliography is available in Zotero and can be edited and contributed to by anyone with an account.

ANNUAL MEETING

Number of Attendees: about 50

Summary of Meeting Activities:

The Records Management Roundtable (RMRT) held a joint meeting with the Local Government Records Roundtable. Eira Tansey chaired the meeting for the RMRT, and Linda Barrett hosted for Local Government Records.

Meg Phillips, external affairs liaison for NARA, introduced Laurence Brewer, who has been at NARA since 1999 and became Chief Records Officer for the U.S. federal government May 1, 2016. He oversees Training, Policy and Guidance, and Operations and is responsible for promoting the goals of the Managing Government Records Directive.

Veronica Martzahl, digital records archivist at the Massachusetts State Archives, provided an update on the Council of State Archivists (CoSA) State Electronic Records Initiative (SERI) and the PERTTS (Program for Electronic Records, Training, Tools and Standards) Portal. SERI evaluated training related to electronic records and has accumulated those resources in PERTTS Portal. In addition to aggregating tools and resources, CoSA wants to collect user comments about these resources. This Resource Center is currently focused on electronic records, but CoSA intends to expand this to other topics in the future.

Jackie Esposito, Penn State University Archivist, provided an update on her survey concerning the organizational placement and functions of college and university records management programs.

Helen Wong Smith introduced Erin Lawrimore as the incoming council liaison for the RMRT. Wong reported that council accepted the following recommendations on affinity groups: eliminate distinctions between sections and roundtables – all will become sections SAA members may join as many sections as they choose non-members can participate in up to 3 discussion lists; SAA is looking into new software to manage listservs all groups must have standard bylaws and submit information about the annual meeting and their leadership new groups can be formed with 100 members signatures

SAA Council also approved an information brief on archives and the environment and a revision to the Statement on Diversity and Inclusion. The EAD Roundtable is now known as the Encoded Archival Standards (EAS) Roundtable. Mark Matienzo was appointed to conduct an environmental scan about metadata and digital practice.

Eira Tansey provided a business update for the RMRT steering committee:

- Alex Toner put together a research data management series for the blog
- Courtney Bailey began a series of posts on open source records management tools
- Plans are in the works for interviews of records managers
- RMRT hosted Google Hangouts on ePADD for Email Archives and Processing Email Using Predictive Coding
- The records management bibliography has been migrated to Zotero
- Tansey is the student liaison for the RMRT and presented on “Records Management for Archivists” to the CSU-Sacramento and SJSU SAA student chapters – contact Tansey with ideas for future opportunities
- RMRT hosted a joint Twitter chat with the SNAP roundtable

Michelle Bradley, supervisor of the training implementation team at NARA, presented on “Lifecycle of a Record: A Concept or a Process?” NARA training talks about the creation/receipt of a record, its maintenance and use, and its disposition. Records management at the ground level is usually a collateral duty for people, most of whom have little relevant training. The result is that people do the best they can with the resources (time, money, knowledge) available to them. Educating users about how federal government records are organized is vital. Ultimately, the lifecycle of a record is primarily a process that involves many people.

Link to Meeting Minutes: <http://www2.archivists.org/groups/records-management-roundtable/steering-committee-meeting-minutes>

QUESTIONS FOR COUNCIL

Not at this time. Thank you!

Reference, Access, and Outreach Section

Council Liaison: Pam Hackbart-Dean

Report Submitter: Rachael Dreyer, rachael.dreyer@gmail.com

ROSTER

Su Kim Chung, Chair

Alison Stankrauff, Vice Chair/Chair-Elect

Rachael Dreyer, Immediate Past Chair

Rebecca Bizonet, Communications Liaison

Jennifer Hecker, Steering Committee Member

Josue Hurtado, Steering Committee Member

Petersen May, Steering Committee Member

Joshua Youngblood, Steering Committee Member

Joshua Hager, Chair – Section Committee (23 Things Committee)

Rachael Dreyer, Co-Chair – Section Committee (Access to Electronic Records Working Group)

Robin Katz, Co-Chair – Section Committee (Teaching with Primary Sources)

Stacey Lavender, Co-Chair – Section Committee (Access to Electronic Records Working Group)

Lori Birrell, Co-Chair – Section Committee (Teaching with Primary Sources)

Julie Porterfield, Web Liaison

Jarrett Drake, Website Contributor

Rachel Grove-Rohrbaugh, Website Contributor

Doris Malkmus, Website Contributor

Matthew Strauss, Website Contributor

ACTIVITIES

Completed

In 2015-2016, RAO's Access to Electronic Records Working Group completed a survey and a draft of the report that assessed the current practices and challenges surrounding providing access to electronic records. The 23 Things Committee also surveyed RAO members to determine the next directions for the committee's work. The Teaching with Primary Sources Committee hosted the second Teaching with Primary Sources Unconference, and launched the beta site of the Teaching With Primary Sources toolkit. The RAO Program Committee held their 2016 program in Atlanta, and the RAO Elections Committee ran a successful and highly competitive election for RAO offices.

Ongoing

The TPS Committee will work to continue to refine, promote, and populate the toolkit with resources for teaching. The E-Recs Working Group will look at ways to help provide researchers access to electronic records, and will explore ways of bringing various training and interactions to RAO members, as this was a need/desire indicated by the survey results. The 23 Things Committee will redirect their efforts, based

on their survey feedback. The RAO Program Committee will continue their work in planning the 2017 meeting, the Elections Committee will facilitate an election in 2017.

New

All of the working groups and committees will continue their ongoing projects, but at the moment, no new projects are on the horizon for our section committees, other than the goals and initiatives that have already been set in motion. As the incoming chair takes over, she may set certain priorities regarding our communications strategies. We have discussed the need for a revamped RAO blog, and to reinvigorate our social media presence over the past year. However, with a new communications liaison, we felt that it was important for her to get a sense of what RAO's needs were first before implementing changes.

STRATEGIC PLAN

Goal 1: Advocating for Archives and Archivists

The RAO Section is constantly working to advocate for archives and archivists, through our 23 Things Committee, through the Teaching with Primary Sources Committee, through the Access to Electronic Records Working Group. These subcommittees are arranged around key skills that archivists need in order to effectively provide access to primary sources in a range of formats and to diverse audiences.

Goal 2: Enhancing Professional Growth

Through our RAO annual meeting, for the last five years, we have provided an interactive venue for RAO archivists to exchange ideas and practices for front-line, public service archivists, as well as those engaged in behind-the-scenes access work. RAO members share their expertise with one another, and the flat hierarchy of this meeting format provides an optimal environment for engagement. We have also provided opportunities to develop skillsets through involvement in committees and working groups. In addition to the topical avenues of inquiry that these sub-committees offer, there is also the added benefit of developing skills with broader applications, such as leadership experience through the various sub-committee roles, social media skills, writing experience (all members are invited to contribute to the Section newsletter), and survey design and analysis.

Goal 3: Advancing the Field

Although RAO work may seem to be a bit flat and unchanging, reference work in the archival environment is in fact involve rapidly changing, fluctuating practices. RAO allows members to explore new practices and new expertise and to share these developments with one another, thereby advancing the practice of reference, access, and outreach in the archival field.

Goal 4: Meeting Members' Needs

RAO strives to meet members' needs by providing transparent forms of governance, communication, and welcoming opportunities for involvement. We try to engage our members in meaningful service and volunteer opportunities that fit the wide array of RAO interests, and we do our best to embrace diversity and inclusion as we do so.

ANNUAL MEETING

Number of Attendees: 100

Summary of Meeting Activities:

The RAO Marketplace welcomed attendees for the fifth year in a row in Atlanta. The following presenters served as vendors at the Marketplace. Jill Severn and Chris Burns introduced ArchivesAWARE!, the new blog from COPA, SAA's Committee on Public Awareness. Cinda Nofziger, Max Eckard and Melissa Hernandez Duran talked about the Bentley Historical Library's efforts to provide access to both born-digital and digitized collections. Samantha Dodd explored strategies for driving archival advocacy efforts with STEM principles. Nancy Melley talked about the programming that NHPRC offers that supports processing and digitization of collections that expand understanding of U.S. history and culture. Wendy Hagenmaier and Mary Rubin presented on how the Issues & Advocacy (I&A) Roundtable collaborated with members of the Regional Archival Associations Consortium (RAAC) to update the existing I&A Toolkit. As representatives from the SAA-ACRL/RBMS Joint Task Force on the Development of Standardized Statistical Measures for Public Services in Archival Repositories and Special Collections Libraries, Tom Flynn and Amy Schindler presented a draft of the report that they had circulated prior to the meeting. At the meeting, we also provided an Open Market Exchange, too. Attendees dropped business cards or contact information in one of the labelled envelopes if they wanted to be connected with other RAO archivists on certain topics, collaborate on presentations or papers, or to express interest in getting involved in one of the standing committees. We also offered the Unstructured Discussion Circle to offer a safe place for attendees to connect with colleagues within the RAO community. Topics that were suggested for this area centered on professional questions, work/life balance issues, social issues, or anything else. It was not widely used; only one attendee stopped by to discuss a potential collaborative project with RAO steering committee colleagues.

Link to Meeting Minutes: <http://www2.archivists.org/groups/reference-access-and-outreach-section>

QUESTIONS FOR COUNCIL

Nothing at this time, thank you.

Research Libraries Roundtable

Council Liaison: Kris Kiesling

Report Submitter: Jennifer Meehan, jennifer.meehan@emory.edu

ROSTER

Jessica Lacher-Feldman, Chair
Lisa Carter, Vice Chair/Chair-Elect
Anton duPlessis, Steering Committee Member
Jennifer King, Steering Committee Member
Ryan Lee, Steering Committee Member
Vakil Smallen, Steering Committee Member
Elizabeth Wilkinson, Steering Committee Member

ACTIVITIES

Completed

Roundtable Meeting Planning

Ongoing

Membership:

The RLRT Steering Committee continues to explore goals and strategies to increase the level of member involvement and to collaborate with other roundtables and sections in order to build support and value for members and the larger organization.

Website/Microsite and Listserv:

The RLRT Steering Committee continues to develop the Roundtable's microsite as a resource for members and to use the listserv to inform and communicate with members about topics and issues of concern to research libraries.

Communications:

The RLRT Steering Committee will continue to explore new ways to communicate with members and to provide programming for members throughout the year.

New

TBD

STRATEGIC PLAN

Goal 1: Advocating for Archives and Archivists

RLRT programming activities

Goal 2: Enhancing Professional Growth

RLRT programming activities

Goal 3: Advancing the Field

RLRT programming activities

Goal 4: Meeting Members' Needs

RLRT membership and communication activities

ANNUAL MEETING

Number of Attendees: 50

Summary of Meeting Activities:

Following a business meeting, we held a panel discussion exploring the topic of 'how do research libraries continue to produce at a high level in a time of limited resources.'

Participants included:

Tom Hyry, Houghton Library (moderator)
Jennifer King, George Washington University
Katie McCormick, Florida State University
Teresa Mora, University of California, Santa Cruz (tentative)
Dawn Schmitz, University of North Carolina, Charlotte
Joel Wurl, National Endowment for Humanities

Link to Meeting Minutes:

QUESTIONS FOR COUNCIL

None at this time.

Science, Technology and Health Care Roundtable

Council Liaison: Kris Kiesling

Report Submitter: Todd Kosmerick, tjkosmer@ncsu.edu

ROSTER

Polina Ilieva, Co-Chair
Todd Kosmerick, Co-Chair
Nora Murphy, Immediate Past Chair
Gabrielle Barr, Newsletter Editor
Bethany Anderson, Steering Committee Member
Kimberly Anderson, Steering Committee Member
Myles Crawley, Web Liaison
Christina Fidler, Steering Committee Member
Jodi Koste, Steering Committee Member
Andrew Lippert, Steering Committee Member
Lorraine Richards, Steering Committee Member
Christopher Ryland, Steering Committee Member
Elizabeth Shepard, Steering Committee Member

ACTIVITIES

Completed

STHC members continued to be a resource for issues specific to science, technology and healthcare.

Ongoing

STHC members continue to take an active role in providing guidance for new policies and policy change, particularly related to access and privacy concerns related to healthcare records. A STHC member is the point person for the HIPAA Resource Page website, and some members serve as liaisons with the American Association for the History of Medicine Ad Hoc Committee on Patient Records. Finally, we

also encourage membership participation in discussion of all STHC issues, events, and collections through the listserv and newsletter.

New

This year the STHC leadership will revise the guidelines for the newsletter in order to facilitate greater exchange of information about STHC events and collections. In addition, the section leadership will explore ways to support the SAA Statement on Diversity and Inclusion. Initially, we will facilitate exchange of information (through the listserv) about underrepresented and diverse persons and groups in STEM and health care collections. Finally, when the new bylaw template is available, STHC leadership will revise the section's bylaws to bring them into conformity.

STRATEGIC PLAN

Goal 1: Advocating for Archives and Archivists

Our newsletter, Archival Elements, continues to be a quality vehicle for reporting our actions and successful projects as science, technology and healthcare archivists. We will revise the guidelines for the newsletter in order so members can more easily exchange information about STHC events and collections. In addition, we are exploring ways to support the SAA Statement on Diversity and Inclusion. Initially, we will encourage members to share information (through the listserv) about underrepresented and diverse persons and groups in STEM and health care collections.

Goal 2: Enhancing Professional Growth

The program presentation (on the CDC Museum's history, collections, and educational programming) during the section's annual meeting this year was well-received and generated good discussion by members. Program presentations have always been an important part of our annual section meeting, and we will continue to solicit speakers with relevant topics and keep our program presentations in line with the theme of the SAA annual meeting or within themes aligning with STHC membership interests.

Goal 3: Advancing the Field

STHC members have played an active role in providing guidance for new policies and policy change related to access and privacy issues in healthcare records. STHC members are actively involved with the HIPAA Resource Page website and the American Association for the History of Medicine Ad Hoc Committee on Patient Records.

Goal 4: Meeting Members' Needs

STHC leadership remains dedicated to increasing new membership and promoting participation from section members by encouraging exchange of information on the listserv and through newsletter articles and by arranging interesting and relevant presentations during our annual meeting. This year we will focus on increasing activity on our listserv, revising newsletter guidelines to facilitate article submission, and exploring activities to support diversity and inclusion in the section.

ANNUAL MEETING

Number of Attendees: 40

Summary of Meeting Activities:

- 1) Welcoming.
- 2) Council report: affinity group changes, standards on metadata and digital practice, Statement on Diversity and Inclusion, and Information Brief on Archives and the Environment.
- 3) Approval of section's 2015 minutes.
- 4) Remembrance of Joan Echtenkamp Klein, STHC newsletter editor and former co-chair.
- 5) Newsletter report and discussion of guideline revisions.
- 6) Website and listserv reports.
- 7) Election results and introduction of Steering Committee members.
- 8) Old business: HIPAA resource page and MHL/AAHM initiative, further discussion of affinity group changes in relation to STHC Section.
- 9) New Business: discussion of ways the section can support the Statement on Diversity and Inclusion, including an information exchange on underrepresented or forgotten "superheroes of science" represented in archival collections.
- 10) Program/session ideas for 2017: discussion of a session proposal on collections of science in the modern age and a program/tour proposal involving the Oregon Health and Science University archives.
- 11) STHC Section Program: presentation on the CDC Museum.
- 12) Meeting adjourned.

Link to Meeting Minutes:

QUESTIONS FOR COUNCIL

Previous concerns with the section's listserv and microsite seem to have been resolved, and the STHC leadership appreciates help of SAA staff to address those issues.

Security Roundtable

Council Liaison: Pamela Hackbart-Dean

Report Submitter: Rachel Seale, rmseale@iastate.edu

ROSTER

Miranda-Tarisa Mims, Co-Chair

Bryan Whitledge, Co-Chair

Jamie Marie Burton, Secretary

ACTIVITIES

Completed

More active listserv activity.

Ongoing

Continuing to see about serving roundtable (now section) members.

New

Call for volunteers to update security section with relevant news & topic of interest.

STRATEGIC PLAN

Goal 1: Advocating for Archives and Archivists

Disseminating calls for action & encouraging members to engage in more service activities for SAA.

Goal 2: Enhancing Professional Growth

Encouraging members to participate in leadership positions within section. Had multiple candidates on ballot for all positions, an improvement over past few years.

Goal 3: Advancing the Field

Disseminating reports & other news to members that asks for feedback.

Goal 4: Meeting Members' Needs

Engaging members on topics/venue/format of annual meeting.

ANNUAL MEETING

Number of Attendees: 8

Summary of Meeting Activities:

Reviewed mission to see if need to re-evaluate wording, decided mission as currently written includes digital archives. Discussed activities for volunteers & had discussion about retention of surveillance video.

Link to Meeting Minutes: <http://www2.archivists.org/groups/security-roundtable/security-roundtable-annual-meeting-minutes-832016>

QUESTIONS FOR COUNCIL

Not at this time.

Students and New Archives Professionals

Council Liaison: Erin Lawrimore

Report Submitter: Samantha Winn, samw@vt.edu

ROSTER

Kelly Kietur, Chair

Katie Rojas, Vice Chair/Chair-Elect

Rosy Mendez, Secretary

Katherine Madison, Member-at-large

Nicholas Piontek, Member-at-large

Elena Colon-Marrero, Ex Officio (Junior Social Media Coordinator)

Nahali Croft, Ex Officio (Student Blog Editor)
Adrienne Duris, Ex Officio (Student Chapter Coordinator)
Ariadne Rehbein, Ex Officio (Social Media Coordinator)
Anna Trammell, Ex Officio (New Professionals Blog Editor)
Lily Triola, Ex Officio (Student Blog Editor)
Colin Post, Web Liaison

ACTIVITIES

Completed

- Conducted final review and implementation of 2014-2015 Communications Survey, including improvements to listserv engagement, coordination between blog and social media teams, and SNAP microsite resources
- Appointed first student chapter coordinator in several years to improve SNAP outreach to chapters.
- Implemented new staff structure for blog and expanded running series (see ongoing, below). Hosted candidate interviews for SAA 2016 election.
- Expanded joint #snaprt chats with external partners and created new landing page for #snaprt chats on blog
- Developed Slack channel for SAA 2016 meeting
- Co-sponsored Fulbright Webinar with the International Relations Roundtable of ALA and the International Archival Affairs Roundtable of SAA (March 2016)
- Submitted a formal statement to the SAA Council on the proposed changes to member affinity groups
- Published SNAP special issue of Provenance (November 2015)

For SAA Annual Meeting 2016:

- Sponsored Lunch Buddies spreadsheet
- Sponsored Rideshare/Roomshare spreadsheet
- Outgoing chair and social media coordinator met with student chapter leaders
- Coordinated with SAA Career Center to improve services and set up mock interviews
- Co-sponsored 2016 Digital preservation Drop In Station
- Collected Annual Meeting conference session summaries
- Advocated for gender-inclusive restrooms and "I'll go with you" ribbons
- Hosted "history of SNAP" panel and several guest speakers for roundtable meeting

Ongoing

- Developing a Guide to Student Chapters in coordination with student chapter leaders and SAA staff
- Formal review of SNAP by-laws (on hold in light of Affinity Group changes)
- Coordinating with Committee on Education Resource kit for students and new professionals
- Blog series: Year in the Life, Ask an Archivist, controlaccess, On the Job Training, Student Experience, #snaprt chats, Transitions, Unlocking SAA
- #snaprt Twitter chats

New

The Steering Committee has not set its formal agenda for 2016-2017, but anticipates pursuing the following general goals:

- Continue to develop new social media series and posts of interest to SNAP members.
- Work with SAA staff to improve and coordinate SAA outreach to students.
- Consider and implement new strategies for advancing diversity and inclusion within SNAP RT
- Advocate for SNAP constituents at all levels of the profession, particularly on issues of equitable employment

STRATEGIC PLAN

Goal 1: Advocating for Archives and Archivists

SNAP members advocate directly to members of the public and peer professions in blog posts, scheduled Twitter chats, joint webinars, and speaking programs at student chapters, regional, and annual meetings. Key concerns for SNAP constituents and leaders historically include access to employment and equitable pay, access to quality education, and diversity of the profession. SNAP leaders also advocate within SAA to ensure that students and new professionals are represented in conference presentations, published literature, and leadership roles across the organization.

Goal 2: Enhancing Professional Growth

Early career development and innovative case studies are a key focus of SNAP blog posts, Twitter chats, and lightning presentations at the annual meeting.

Goal 3: Advancing the Field

In 2015-2016, SNAP leaders pursued informal collaborative partnerships with peers in allied professional organizations at the national and regional level. Equipping student chapters to better engage their members is another key priority. Historically, SNAP has been particularly active in identifying the need for new guidelines and best practices around internships, early-career jobs, graduate education programs, certification, and post-graduate continuing education opportunities. These are ongoing priorities

Goal 4: Meeting Members' Needs

This goal represents SNAP's primary contribution to members. SNAP helps SAA staff and other roundtables communicate effectively with students and new professionals, creating regular communication venues and opportunities for non-traditional dialogue. SNAP creates opportunities for students and new professionals to learn about scholarly publishing and research, meet mentors, engage with SAA governance, access elected and appointed leadership opportunities, and work directly with professionals in other sections.

ANNUAL MEETING

Number of Attendees: Roughly 60

Summary of Meeting Activities:

| | |
|-----------|--|
| 6:00-6:10 | Welcome + Chair Report |
| 6:10-6:20 | Q&A with Dennis Meissner |
| 6:20-6:30 | Lisa Mangiafico, Outgoing Council Liaison |
| 6:30-6:40 | Erin Lawrimore, Incoming Council Liaison |
| 6:40-7:00 | Lightning presentations from Amanda Demeter, Rebecca Pattillo, and Maria |

Fernandez
7:00-7:30 History of SNAP panel + Cake!
7:30-9:30 Post-meeting gathering at Gus' Fried Chicken

Link to Meeting Minutes: N/a

QUESTIONS FOR COUNCIL

Please contact incoming SNAP RT leaders for more information about these concerns going forward.

Visual Materials Cataloging and Access Roundtable

Council Liaison: Kris Kiesling

Report Submitter: Shannon Erb, erb343@gmail.com

ROSTER

Kait Dorsky, Chair
Sharon Mizota, Vice Chair/Chair-Elect

ACTIVITIES

Completed

Contributed to the Visual Materials Section's newsletter "Views" for our column, "Voices from VMCAR."

Ongoing

Contribution to the Visual Materials Section's newsletter "Views" for our column, "Voices from VMCAR."

New

Work on creating a more updated website of visual materials cataloging resources.

STRATEGIC PLAN

Goal 1: Advocating for Archives and Archivists

Through our efforts with our column "Voices from VMCAR," we hoped we were able to advocate for some of the collection work of our community, by bringing there projects to light.

Goal 2: Enhancing Professional Growth

Provided a place for VMCAR members to get published in the "Views" newsletters.

Goal 3: Advancing the Field

Fostering collaboration between VMCAR and the Visual Materials Section and bringing cataloging needs to the attention of the community.

Goal 4: Meeting Members' Needs

Through our active listserv participation and response, we created a place for members to ask questions of the community. We also chose a very democratic approach to planning the annual meeting- allowing members to choose topics of interest.

ANNUAL MEETING

Number of Attendees: 35-40

Summary of Meeting Activities:

We made a welcome followed by a discussion of the "feedback bucket" (a way to get members to provide anonymous feedback), an update on activities, Chair Elect announcement, and the last 45 minutes of the meeting consisted of a panel of speakers discussing item level vs collection level cataloging. Kris Kiesling made a brief speech regarding the council and we adjourned the meeting.

Link to Meeting Minutes:

QUESTIONS FOR COUNCIL

None

Visual Materials Section

Council Liaison: Amy Cary

Report Submitter: Paula Jeannet Mangiafico, paula.mangiafico@duke.edu

ROSTER

Gerrienne Schaad, Chair
Kimberly Andersen, Vice Chair/Chair-Elect
Paula Mangiafico, Immediate Past Chair
Alan Renga, Web Liaison
Deborah Rice, Newsletter Editor
Irlanda Jacinto, Member-at-large
Elizabeth Reilly, Member-at-large
Laura Treat, Member-at-large
Nicola Shayer, Intern

ACTIVITIES

Completed

Highlights from this year include:

- On October 3, 2015, several Section members served as "resident experts" and participated in "Ask An Archivist Day," monitoring the SAA and VMS Twitter feeds and answering questions about visual materials.
- The Chair, Paula Jeannet Mangiafico, hosted the midwinter meeting in Durham, N.C. on February 26-28, 2016, during which time the nine attendees planned out the year ahead and discussed new and old projects. A lunch for the group was sponsored by the Rubenstein Rare Book & Manuscript Library. In addition to local tours, a special discussion session on complex data visualization and visual arts projects and the preservation/access challenges they present was held at Duke University Libraries and drew 20 attendees in addition to the six speakers.
- Bylaws are reviewed every four years, with the last review occurring in 2012. In 2016 the Steering Committee reviewed the Bylaws and proposed changes to the membership. The main change passed by membership at the annual meeting, August 2016, was to allow for online voting. The other proposed changes will be voted on by the membership after the Section re-shapes its bylaws according to the new SAA template for sections.
- The Section's Communications Committee, led by Kim Andersen, was very active during this year, accomplishing three goals this year: the team re-vamped the Section website, established an Instagram presence; and updated and improved the Views newsletter. The Views newsletter team published three content-rich and visually beautiful issues, and VM members and others are increasingly visiting the social media outlets for announcements and for sharing interesting information and visuals. A full report can be found in the VMS annual meeting minutes at <http://www.saavms.org>.
- The Education Committee, led by Ricky Punzalan, created a membership survey, released in the first week of August 2016, to gather data about archival education and needs. Responses to the survey will help the VM Section design future training projects and develop ways of advocating for visual materials concerns in archives graduate programs.
- The Section's anniversary year, 2016, was celebrated with a special issue of Views, as well as publicity and outreach, and an anniversary dinner during the 2016 annual meeting. The Section wishes to thank the SAA administration for their support in recognizing this and other affinity groups anniversaries.
- The Chair and Chair-Elect posted an internship description and reviewed applicants, and in August the Section's new intern, Nicola Shayer, began her term. The current Chair will supervise the intern as she supports Section projects and planning.
- Steven Fletcher and Patrick Cullom, supported by Section leadership, developed a pre-conference session, open to all SAA members, on handling born-digital visual materials. The session was well-organized and very well-received by the 78 attendees.
- The annual meeting was held August 4. There were 68 attendees from a wide variety of institutions. Full minutes can be found on the Resources page of the VM Section's web site at <http://www.saavms.org>. During the business portion, membership discussed Council's policy changes, heard Committee reports, and voted on proposed Bylaws changes. Allen Tullos from Emory University, editor of the online journal Southern Spaces, spoke about the role of visual materials archives and archivists in the effort to create and publish new digital resources about Southern history. As part of the SAA annual meeting, the Section also held office hours in the Expo Hall on August 5.

Ongoing

- The Education Committee created a Photo Archives Syllabus Working Group in mid-2016. Members of this group are: Ricky Punzalan, Laurie Baty, and Miriam Meislik. The task of the working group for 2016-2017 and beyond is to create the following teaching resources on photo archives: 1. a model full semester syllabus (or course outline). 2. a one-class session module that can be easily incorporated in existing intro to archives course. These resources will be disseminated to educators and posted on the VM Section's website. The group will also develop complementary resources such as a "train-the-trainer" workshop for archives educators. A full description of this project can be found in the Committee Report in the annual meeting minutes.
- In addition to planning for the 2017 midwinter and annual meetings, Section leadership is beginning to plan another pre-conference event for the SAA 2017 annual meeting, to be determined.
- The Communications Committee continues to develop and refine the Section's vision for its social media outlets, which now include Facebook, Instagram, and Twitter, as well as its web site and newsletter.

New

- In 2016-2017, Section leadership will be considering the VMS communications model and the roles of each outlet, with the possibility of developing a new VMS journal devoted to visual materials-related professional issues, and disseminating Section news and announcements via other outlets such as the website, the list, and a newsletter.
- The Section has launched an update of the VMS bibliography, which will include the latest resources on working with visual materials, and will identify gaps in guidelines or information that the Section can address; this updated resource will be shared with the ICA-PAAG (International Council on Archives' Photographs and Audiovisual Group) Steering Committee, which is planning an update of their resources.
- To continue highlighting the Section's 65th anniversary, two new resources will be developed for 2016-2017: a Historypin site with geographical pins representing VM Section members, their institutions, and a selection of their favorite holdings; and a Section online "scrapbook" celebrating our history. Project developers include Kim Andersen, Paula Jeannet Mangiafico, Alan Renga, Gerri Schaad, and John Slate.

STRATEGIC PLAN

Goal 1: Advocating for Archives and Archivists

- To promote the value of visual materials archives and archivists, the VM Education Committee is currently developing visual materials-related syllabi and curriculum models that will be freely available to library school and archives program educators.
- The VM Section advocated for the long and rich history and good works of its membership by researching its founding, and approached the SAA administration with a request to recognize its 65th anniversary; this led to a new SAA commitment to widely promote all sections celebrating milestones ending in -0 or -5.

Goal 2: Enhancing Professional Growth

In order to support professional growth among our members and allies, from beginning to senior archivists, the Visual Materials Section:

- Sponsored a 2016 preconference workshop on born-digital visual materials

- Disseminated freely available content on best practices, techniques, new standards, and newsworthy events through its website, email list, and newsletter
- Supported the development of annual meeting session proposals on visual materials

Goal 3: Advancing the Field

The Visual Materials Section supported the advancement of professional knowledge by focusing our attention on born-digital visual materials best practices and new guidelines. The Section:

- Sponsored a midwinter meeting forum bringing together academic staff, project staff, and archivists to discuss the preservation and access challenges presented by complex visual projects
- Launched an update of the VMS bibliography, which will include the latest resources on working with visual materials, and will identify gaps in guidelines or information that the Section can address; this updated resource will be shared with the ICA-PAAG (International Council on Archives' Photographs and Audiovisual Group) Steering Committee, which is planning an update of their resources. One of our goals for the next year is developing increased collaboration with other groups such as the SAA Digital Object and Metadata Section.

Goal 4: Meeting Members' Needs

- Communicating proposals, planning, events, and other activities to its membership with transparency and timeliness
- Monitoring and developing social media outlets in order to offer them as effective sites for shared communications among Section members and allies
- Inviting member feedback throughout the year via distributed emails, surveys, and during the annual meeting
- Supporting new professionals by offering them an inclusive environment, sponsoring a new professional lunch meet-up, and encouraging participation in Section leadership

ANNUAL MEETING

Number of Attendees: 68

Summary of Meeting Activities:

- 1) The Chair opened meeting with announcements and introduced the new intern, and spoke about VMS and its efforts to promote inclusivity and diversity within its membership.
- 2) SAA Council Amy Cary gave her report on Council activities and reviewed changes to sections and roundtables.
- 3) Committees on Communication, Education, and Election gave their reports.
- 4) Discussion of proposed change to Bylaws to allow online voting; membership voted unanimously to adopt change.
- 5) Election results: the membership welcomed Chair-Elect Kim Andersen and new Member-at-Large Elizabeth Reilly, as well as Incoming Chair Gerriane Schaad, who gave highlights on Section's activities and initiatives for 2016-2017.
- 6) Program: Speaker Allen Tullos, Emory University, followed by Q&A.
- 7) Chair closed meeting and handed the reins over to new Chair.

Link to Meeting Minutes: <http://saavms.org/resources/>

QUESTIONS FOR COUNCIL

None at this time.

Web Archiving Roundtable

Council Liaison: Bergis Jules

Report Submitter: Kate Stratton, kates@gatesarchive.com

ROSTER

John Bence, Chair

Karl-Rainer Blumenthal, Vice Chair/Chair-Elect

Kate Stratton, Immediate Past Chair

Rachel Taketa, Secretary

Todd Suomela, Web Liaison

Alexis Antracoli, Steering Committee Member (Educator Coordinator)

Michelle Schabowski, Steering Committee Member (Social Media Manager)

ACTIVITIES

Completed

- Member survey and council feedback re: component groups
- Approved by-law changes and elected Secretary
- Member survey re: information needs
- Annual meeting:
 - Welcome and General Business Meeting (Kate Stratton and John Bence)
 - NDSA Survey update (Nicholas Taylor)
 - Internet Archive WASAPI project update (Jefferson Bailey)
 - OCLC Research Web Archiving and Metadata Working group update and discussion (Jackie Dooley)

Ongoing

- Webinar- using Archive-It to download WARC files
- Web Archiving: Getting Started reference library
- Weekly Web Archiving Round-up

New

N/A

STRATEGIC PLAN

Goal 1: Advocating for Archives and Archivists

The Roundtable advocated on behalf of its membership by providing feedback and consolidated comments to Council related to proposed affinity group changes.

Goal 2: Enhancing Professional Growth

The Roundtable initiated a project to create a "Beginner's Guide to Web Archiving" resource library to be hosted (cost-free) on the Roundtable's microsite. This was identified as an information gap in a survey we conducted of our membership's information needs. Resources for the library were collaboratively sourced. The Roundtable is continuing work to schedule a webinar instructing users on how to download WARC files from Archive-It, an underused best-practice/feature as revealed in NDSA survey results.

The Roundtable also actively consolidates and shares current resources and news stories related to Web Archives, through the Web Archiving Round-Up, shared via twitter and the roundtable's word-press site.

Goal 3: Advancing the Field

Web Archiving Roundtable supported the development of standards, guidelines, and best practices by hosting a discussion forum for the OCLC Research Web Archiving Metadata Working Group. The Roundtable also provided a venue for archivists engaged in research to disseminate their work at the Roundtable's annual meeting. Outcomes from National Digital Stewardship Alliance research were shared as part of our program.

Goal 4: Meeting Members' Needs

The Roundtable solicited feedback from membership on two key issues last year: 1) Council Proposal re: affinity groups and 2) Information needs of Roundtable membership.

The Roundtable continues to support information sharing through low-barrier technologies, specifically with an active listserv, microsite, word-press site, and twitter presence.

The Roundtable also increased transparency into Steering Committee activities by beginning to take and share meeting minutes.

ANNUAL MEETING

Number of Attendees: 50

Summary of Meeting Activities:

- Welcome and General Business Meeting (Kate Stratton and John Bence)
- NDSA Survey update (Nicholas Taylor)
- Internet Archive WASAPI project update (Jefferson Bailey)
- OCLC Research Web Archiving and Metadata Working group update and discussion (Jackie Dooley)

Link to Meeting Minutes:

QUESTIONS FOR COUNCIL

N/A

Women Archivists Roundtable

Council Liaison: Pam Hackbart-Dean

Report Submitter: Bethany Anderson, bgandrsn@gmail.com

ROSTER

Bethany Anderson, Co-Chair

Stacie Williams, Co-Chair

Elizabeth Clemens, Steering Committee Member

Carrie Hintz, Steering Committee Member

Amanda Leinberger, Steering Committee Member

Katie Nash, Steering Committee Member

Elizabeth Skene, Steering Committee Member

Anna Trammell, Steering Committee Member

Leslie Van Veen Roberts, Steering Committee Member

Gayle Schechter, Intern

ACTIVITIES

Completed

- Section Meeting Program: The Women Archivists Roundtable hosted a Wikipedia edit-a-thon to create and improve Wikipedia articles related to women archivists in order to highlight the past and present accomplishments of women archivists, recognizing the importance of the history of the women who have shaped and were shaped by the archival profession. The keynote speaker for the edit-a-thon was Michele Pacifico, who reflected on her 1987 article “Founding Mothers: Women in the Society of American Archivists, 1936-1972,” in *The American Archivist*. We created special guidelines for remote participants ahead of time and WAR steering committee member Helen Kim (who was not able to attend SAA) was on Twitter to help participants with questions. Several archivists who are experienced Wikipedia editors also volunteered to help at the edit-a-thon (Greta Suiter, Dominic Byrd-McDevitt, and Michael Barera). 18 new articles about women archivists were created in addition to a number of articles that were improved and categorized to make it easier to find articles about women archivists in Wikipedia.
- Member Survey: In September 2015, WAR co-chairs Leslie Van Veen McRoberts and Bethany Anderson sent out a survey to members to determine the needs of the membership as to which topics were most relevant to them and how WAR can better serve the membership. An overwhelming majority of respondents sought discussion on salary and negotiation. Most of the survey respondents have only been members of WAR for 1-3 years. In terms of issues that people find most important, promotion and salary negotiations ranked the highest. These are followed by management issues, work/life balance, scholarship, and childcare. Respondents also noted the need for discussions on leadership, race/diversity, and barriers to upper level management positions.
- Social Media: Facebook, Twitter, Blog:
- Blog - Guest posts: Elizabeth Dinschel, NARA, “Identifying and Crushing Barriers, Women’s History and Workplace Inclusion: The National Archives Women’s Affinity Group”; Cheryl Stadel-Bevans, SAA Treasurer, “Mid-20th Century Changes in the Archives Profession” Steering/Intern Shares: Brief interviews with WAR’s Steering committee members, so WAR members can get to

know us better. So far: Beth Myers, Helen Kim, Christine Anne George, and Carrie Hintz; this year, intern Kaitlin Hackbarth Three Questions: Brief interviews with prominent women in the profession. So far: Jackie Dooley, Ellen Swain, Kate Theimer, and Kathleen Roe; this year, interviews featured Casey E. Davis, Project Manager, American Archive of Public Broadcasting at WGBH Education Foundation in Boston; Danna Bell, Education and Outreach Specialist, Library of Congress; and Luciana Duranti, Professor of Archival Theory and Management of Digital Records, of the School of Library, Archival and Information Studies at the University of British Columbia In response to the recent passing of Brenda Banks, WAR created a space on the blog where colleagues could share their memories about Banks. WAR created a compilation post from members' contributions: <https://womenarchivistsroundtable.wordpress.com/2016/08/13/remembering-brenda-banks/>

- Twitter: As of August 28, 2016, we have 1,664 followers of our Twitter account (@womenarchivists, <https://twitter.com/WomenArchivists>) Live Tweets: Maternity and Family Leave, hosted by Helen Kim and Leslie Van Veen McRoberts; and Salary Negotiation, hosted by WAR Steering Committee Member, Beth Myers
- Facebook: There are 574 likes on roundtable's Facebook page (<https://www.facebook.com/WARchivists/>)

Ongoing

- WAR will continue to engage in the following areas, as these were indicated as the top five areas of interested of our members in the 2012-2013 membership survey as well as 2015 survey: Women and leadership; Salary equity; Career advancement; Mentoring and internships; and Work-life balance
- Social Media: WAR will continue to engage with its members around issues that affect women in the profession via its listserv and social media accounts:
WAR Twitter Account: @WomenArchivists
WAR Facebook page: <https://www.facebook.com/WARchivists>
WAR Blog: (all areas as noted above) <http://womenarchivistsroundtable.wordpress.com/>; we will continue to ensure the blog is a space where members can engage in the aforementioned issues and new topics that arise, through guest posts and interviews with women leaders
- Digital Preservation Drop-In at the SAA annual meeting: WAR continues to co-sponsor this initiative with several other sections and roundtables
- Live Tweets: Additional live tweets TBD
- Child Care Initiative: We will continue to advocate for child care support at the SAA annual meeting and the availability of a lactation rooms at the annual meeting
- Intern Program: By hosting an internship, WAR seeks to foster diversity in the archives profession by providing a position within the roundtable for a student or new archival professional and encourage the intern to participate in roundtable initiatives and collaborate with steering committee members on projects

New

- Live Tweets: TBD
- Social Justice in the Workplace Survey: based on themes from Hillary Clinton's DNC speech, WAR is interested in developing a survey to see how many of our members have worked on projects or are currently working on projects--either archival projects or personnel policies--that have advanced working conditions for women or increased access to collections about those histories, notably in

intersectional ways. The hope is that if we can see what we're already doing that is good, then we may be more inclined to take bigger steps and be even bigger forces for change at our institutions.

- Women's Employment Survey: Possible follow up from 2014-15, this initiative would seek to begin filling in the gap in knowledge related to women archivists' employment statistics. Potential subject areas may include pay, type of employment (contract/permanent, private/public, etc.), years of employment/experience, areas concentration, determine how involved (or not) women archivists are in technology positions, and potentially identify in problems surrounding women and technology, etc.
- Promote President Nancy McGovern's technical inclusion initiative (#Try5SAA), perhaps through live tweet around technical inclusion and women in the workplace
- Promote and respond to SAA's initiative to foster inclusivity in the profession (#SAAincludes), through the social justice survey other other initiatives

STRATEGIC PLAN

Goal 1: Advocating for Archives and Archivists

WAR has advocated the important roles women have had as stewards of the cultural record and advocates for archives (especially through the Three Questions interview series).

Goal 2: Enhancing Professional Growth

WAR continues to promote discussion around issues that affect women in the workplace, especially through its Twitter chats on family leave and salary negotiation. WAR hosted a Twitter chat on women and technology several years ago, which the Digital Preservation booth came out it (and WAR continues to co-sponsor every year at SAA). WAR also promotes mentorship in the profession and created an intern position on the steering committee to provide an opportunity for a student or new professional to be a part of the roundtable and be mentored by the steering committee members.

Goal 3: Advancing the Field

WAR frequently posts content about conferences and workshops geared toward women and leadership and professional development. We also created a space on our blog where we've posted member presentations and new publications in order to promote the scholarship of its members and women in the profession.

Goal 4: Meeting Members' Needs

WAR has conducted several surveys to assess its members' interests and needs. We have kept up an active social media presence as well as a presence on its listserv to facilitate communication with its members. For the annual meeting, we hosted a Wikipedia edit-a-thon, and provided the opportunity for members to participate remotely.

ANNUAL MEETING

Number of Attendees: 30

Summary of Meeting Activities:

The Women Archivists Roundtable hosted a Wikipedia edit-a-thon to create and improve Wikipedia articles related to women archivists in order to highlight the past and present accomplishments of women

archivists, recognizing the importance of the history of the women who have shaped and were shaped by the archival profession. The keynote speaker for the edit-a-thon was Michele Pacifico, who reflected on her 1987 article “Founding Mothers: Women in the Society of American Archivists, 1936-1972,” in *The American Archivist*. We created special guidelines for remote participants ahead of time and WAR steering committee member Helen Kim (who was not able to attend SAA) was on Twitter to help participants with questions. Several archivists who are experienced Wikipedia editors also volunteered to help at the edit-a-thon (Greta Suiter, Dominic Byrd-McDevitt, and Michael Barera). 18 new articles about women archivists were created in addition to a number of articles that were improved and categorized to make it easier to find articles about women archivists in Wikipedia.

Link to Meeting Minutes:

QUESTIONS FOR COUNCIL

None. Thank you!

Women's Collections Roundtable

Council Liaison: Erin Lawrimore

Report Submitter: Jenny Gotwals, jgotwals@radcliffe.harvard.edu

ROSTER

Jenny Gotwals, Co-Chair
Holly Smith, Co-Chair
Rosemary Davis, Vice Chair/Chair-Elect
Chloe Raub, Vice Chair/Chair-Elect

ACTIVITIES

Completed

- Programmed SAA meeting panel of Georgia archivists and historians working with women's collections
- Compiled how-to resources on hosting Wikipedia Edit-a-thons

Ongoing

- Solicit input from members on areas the roundtable can be of use/support their work
- Share resources and ideas within member repositories

New

- Organize program for 2017 SAA meeting

STRATEGIC PLAN

Goal 1: Advocating for Archives and Archivists

Promote archival collections relating to women and gender history

Goal 2: Enhancing Professional Growth

Provide forum for members to share questions, suggestions, ideas about working with women's collections

Goal 3: Advancing the Field

Create panel discussion where archivists and historians can share ideas, questions, discoveries - can lead to greater cross-disciplinary ties and understanding

Goal 4: Meeting Members' Needs

Solicit ideas from members as to their interests, how the roundtable can best serve those

ANNUAL MEETING

Number of Attendees: 26

Summary of Meeting Activities:

Panel of local historians and archivists discussed research in women's collections at Atlanta archives, gave an overview of GA State outreach relating to women's collections

Link to Meeting Minutes: <http://www2.archivists.org/groups/womens-collections-roundtable/meeting-minutes-august-3-2016-atlanta-ga-0>

QUESTIONS FOR COUNCIL

No