**Acquisitions and Appraisal Section**

**Annual Business Meeting**

**Thursday, August 4th 2016, 3:30-5:00 PM**

**Room:** [**Salon C**](https://archives2016.sched.org/venue/Salon+C)

***Hilton Atlanta, 255 Courtland Street NE, Atlanta, GA 30303***

Business meeting: 3:30 - 4:00pm

Panel discussion: 4:00 - 5:00pm

**Business Meeting**

* Call to order and introduction of current Section leadership (Jaimie Quaglino)
* Current activities and projects
  + Bylaw revision (Jaimie)
  + Member Survey (Bethany Anderson)
  + Social Media Committee (Bethany & Mat Darby)
  + Best Practices Subcommittee (Cliff Hunt & Marcella Huggard)
* Election results (Laura) and outgoing officers (Jaimie)
  + Runoff election: Steering Committee member
* Remarks from Council Liaison Lisa Mangiafico
* Future Business (Jaimie & Bethany)
* Announcements from floor, motions, etc.. (Jaimie)

**Panel Discussion**

In this discussion, panelists will respond to an appraisal and acquisitions-related scenario

and explain how they would, based on their particular area(s) of expertise, approach the scenario including any specific appraisal frameworks they’d look to as part of that process.

*Panelists:*

**Doug Boyd** (University of Kentucky)

**Melissa Hubbard** (Case Western Reserve University)

**Michael Shallcross** (Bentley Historical Library, University of Michigan)

**SCENARIO**

A local non-profit organization, founded in 1968 and active in present day, has approached your archives to see if you would be interested in being the home for its records.The organization's mission is to provide legal services to those than cannot afford them. They are planning for their 50th anniversary, and have several long-term staff that are planning to retire in the next year.

The founder, who is one of the intended retirees, has already collected her "archive" of core organizational documents (stored in her office - all electronic records printed to file) and is prepared to hire a researcher to write the foundation's official history using these primary source materials.The Board of Directors is lead out by the founder's grandson, who wants to revitalize the organization's image through adoption of a stronger social media presence. The grandson wishes to create a promotional video including staff interviews and start a Twitter campaign to promote the anniversary gala celebration (an event which will include "StoryCorps" style interview booths for in-the-moment reflections).

Inactive records have been maintained by the organization's communications staff, including: grant files (paper and electronic records - stored in a proprietary system), correspondence ( paper and email), audiovisual materials (including off air recordings), and company publications (newsletters and a website that will be refreshed for the 50th). There is no records management program in place, and staff generally take their records home with them when they retire unless asked otherwise by the founder.

In addition to the researcher, the non-profit is prepared to hire a project archivist to prepare materials for research and recommend any additional resources needed. The founder is only willing to hire the researcher and project archivist for 2 years, but the grandson has indicated interest in ongoing funding if your institution is willing to promote the organization's activities (via your website or other means).

The organization's mission, function, and records are in-scope for your repository - your manager wants to move forward with the donation.

**DISCUSSION QUESTION:**

Based on your particular area of expertise, how would you approach moving forward with the organization? What appraisal frameworks would you look towards as part of that process?