**March 2017 AHS Phone Conference Minutes (March 23, 2017)**

**Participants: Eric Stoykovich (Chair), Kelly Kolar (KK), Jenny Mitchell (JM), Tamar Zeffren (TZ)**

1) **New Business** – KK found a spreadsheet entitled "Opportunities for Cooperation,"set up on October 28, 2016, perhaps by Aisha Haykal, to identify areas where SAA groups could work together. While not an official document, the spreadsheet could be useful to AHS, concluded KK and TZ. KK agreed to add to the spreadsheet, particularly with the hopes of attracting interest in the AHS newsletter from the Business Archives Section and contributions to the AHS bibliography from the International Archival Affairs Section.

2) **Call for AHS Newsletter Editors** – TZ sent out a second call for newsletter editors on March 10.

One individual responded with interest to the second call, adding to the two previous individuals who expressed interest. However, none of the three individuals provided a written statement of interest yet. As a result, TZ suggested that a targeted email to each individual could be sent, indicating the modest time investment required and the possibility of service on the editorial board if these individuals were less able to serve as editors. On March 28, ES sent targeted emails to these 2 interested parties. TZ agreed that the Working Group members could be reached to assess their interest in serving on an editorial board for the AHS newsletter. ES mentioned that he would be interested in serving on the editorial board, once his term as AHS chair ends in July. KK endorsed ES for a position on the editorial board. TZ received a response from one member of the Publications Working Group about possible involvement in the newsletter’s editorial board.

**Student Intern** - openings will be posted by SAA Council in April 2017. The student intern will hopefully be selected and working on the WordPress website by the SAA annual meeting in Portland.

**Other Recommendations of the Pub. Working Group – Surveys to SAA sections and to archival educators (Action Items #2 and #3 on PWG Final Report, Dec. 2016)** - KK argued that particular SAA sections could be targeted to receive a survey about the newsletter, and that the student intern could work on development of a survey. TZ and KK second the notion of waiting until the newsletter editor(s) is in place before writing or sending out surveys.

3) **Publications' WG Final Report's Action Item #5** - CT has drafted language that can be sent to editors of archival journals indicating the existence of the AHS newsletter and asking for communication about archival history topics. KK and TZ argued that AHS should wait until the newsletter editors have been selected before sending out this announcement. ES agreed that this delay was prudent.

4) **SAA 2017 - Program for Annual Meeting in Portland** – KK is waiting to hear from one scholar to see if they can present a paper at the meeting. KK is assembling information to put together a description of the panel, which will last 45-60 minutes, including discussion and questions. In an email, ES informed KK about the A/V options available at the meeting space.

5) **Twitter/Social Media** - Quarter 1 of 2017 has many archival anniversaries to celebrate on social media, which TZ has been getting response. Three or four Twitter followers were added. TZ mentioned that good exchanges were had with IMLS and ALA sections, broadening the reach of the Archival History Section. TZ asked to compile action items from each phone conference and package them for use on social media (and presumably the AHS listserv). ES agreed with TZ that this could show that AHS is a dynamic group. ES mentioned that other SAA sections make announcements of the steering committees’ activities to the member listservs on a regular basis.

6) **SAA Microsite Development** – TZ argued that the SAA microsite needs some updates, such as date stamps for each new item added. Perhaps a list of ‘Action Items’ could be added. TZ will focus on upgrading the microsite. ES will add newsletter back issues to the microsite.

7) **Bibliography Update** – KK reports that a few items have been added to the bibliography. KK will contact the people on the spreadsheet (see #1 above) to interest other groups in adding to the bibliography. KK asked about the limit of digital space available to AHS microsite on the SAA servers. KK mentioned other options, such as DropBox and GoogleDrive.

7) **Research the 30-year history of the Archival History Roundtable, 1986-2016** - ES can report that the UWM archives agreed to scan the remaining AHRT newsletters in the SAA archives this week. ES will add watermarked citations and make redactions to the PDFs. ES will upload the downloadable versions to the SAA microsite as soon as possible.

ES will prepare a questionnaire for potential interviewees who served in a leadership role during the 30 year history of the Archival History Roundtable (1986-2016). Perhaps some former chairs can be contacted prior to or during the annual meeting in Portland. ES will circulate questionnaire to the steering committee for review.