Acquisitions and Appraisal Section Steering Committee Meeting
12/08/2017, 11:00 a.m. Central

Present: Cliff, Lily, Kira, Marcella, Courtney, Denise
Not present: Pat, Bethany, Kathi, Julie

I.   Welcome and approval of minutes
   A.   Unanimous approval of last meeting's minutes.
   B.   Cliff asked the committee whether we should begin sending out announcements prior to committee meetings, letting the section know about upcoming meetings and asking for possible agenda items from the membership. The committee agreed this seemed like good practice; Cliff will begin sending out draft agendas 2-3 weeks prior to conference calls.

II.   Upcoming deadlines
   A.   Submit section meeting proposal by 3/1
   B.   Funding requests (for period 7/1/2018–6/30/2019) due 3/1
   C.   Agenda items for spring Council meeting due in April
   D.   Revised standing rules due by 5/1 for review by executive director and Council liaison
Discussion of these deadlines occurred in conjunction with following agenda items.

III.   Follow up on assignments
   A.   Cliff will send notice to section of minutes from section meeting and steering committee meeting - **Completed.**
   B.   Marcella will check with Records Management Section about combined section meeting at SAA/COSA/NAGARA 2018
      1.   Marcella has been in contact with Eira Tansey and Alex Toner, chair and co-chair of the Records Management Section. They were very interested in a joint meeting next year and had three main topics in which they were interested:
         ●   How are appraisal/reappraisal decisions documented through retention scheduling, especially when retention schedules are the de facto collection development policy for institutional records?
         ●   The gap between appraisal and scheduling, and compliance (in other words, if you appraise the records as having enduring value and schedule them to come to the archives, how do you actually ensure they cross the threshold? What enforcement mechanisms are there?)
         ●   What is records management's relationship to openness and transparency? Particularly within organizations that may have public impact, but aren't legally obligated to be "open" (such as corporations)

2. A&A Steering Committee members on the call expressed interest in the transparency topic, thinking it would have broad appeal to the A&A section membership, whether or not those members have RM duties.
3. Cliff questioned how appraisal plays into a topic of RM and openness/transparency. Kira suggested that openness about appraisal decisions could be part of this topic, which would help broaden the appeal of that topic. The committee also discussed having a panel of speakers in order to bridge the varying interests of both sections, including users of materials kept by archives or other allied organizations. Lily suggested expanding the discussion to openness and transparency about data sets, such as regarding reproducibility.
4. Courtney mentioned Council discussion regarding a move toward sections having small discretionary budgets, in part to help entice non-archivist speakers to travel to and/or attend annual meetings. Council is also looking at creating innovation funding that would require an additional budget request and would truly further the work of the section and SAA. Innovation funding will continue having a March 1 deadline to help plan budgeting for the following fiscal year, but section budgets do not necessarily need to be planned by that deadline.
5. **Action item:** Because half the steering committee could not make the call, Marcella will send an email summarizing the discussion immediately after the call to get additional input.
C. Julie will check with Dalila (and Rachel?) about writing a post for our blog and consider writing Archival Outlook article
1. Julie reached out to Dalila but has not heard back; will follow up with her. Cliff asked Courtney what Council would prefer regarding our follow-through. **Action item:** Courtney suggested she could email Tanya, current SAA president, and Teresa Brinati, to see if direct contact from the SAA office would help encourage Dalila to submit an article.
D. Denise will work on the webpage related to appraisers
1. Denise has not had time to work on this yet but is aiming to get it completed by the new year. Will include links to all three major American appraisal organizations; Denise will also write a brief intro defining archival appraisal versus monetary appraisal and why archivists can not monetarily appraise materials ethically.
E. Julie will work on webpages for the best practices subcommittee
1. See discussion below on the best practices subcommittee.
F. Discussion of renaming social media subcommittee
1. Briefly at last meeting the committee talked about renaming the social media subcommittee due to some of its expanded activities, possibly to Communications or Outreach and Communications or Digital Media Communications.

2. Cliff suggested part of the duties might be welcoming new members to the section. Marcella questioned how we find out who are new members to the section. The group discussed if it would be helpful to have a new member welcome email or package, and Kira suggested some of that information could be placed on the microsite, such as on the main page. Denise suggested that people don't necessarily think to go to the SAA microsite, but having a uniform email message linking to that page should be doable and not overwhelming to new members.
3. Courtney suggested contacting Matt Black to find out if a report could be easily run to find out about new section members. **Action item:** Kira will reach out to Matt with this question.
4. Depending on his answer and if such a welcome page/email becomes part of the social media subcommittee, changing their name would make sense. Prefer to do this before submitting revisions to standing rules to SAA in case the committee needs to add or revise information about this work.
5. Discussion turned to potentially adding non-Steering Committee members to the subcommittee. Kira, Lily, and Kathi had discussed such ideas as a Twitter account takeover by a member, such as while at a conference, or for a week to discuss their appraisal work, etc. This wouldn't be adding members to the subcommittee but would broaden participation from the section membership.
6. Cliff requested that the social media subcommittee meet again before the next steering committee meeting and discuss potential name changes, as well as whether the social media subcommittee would be the appropriate place to take on welcoming new members. Lily suggested a membership or mentoring subcommittee might be a better fit for that type of work, which the Section Steering Committee does not currently have.
7. Cliff also asked whether such a welcome message should be done once or updated more frequently. Marcella suggested attempting to limit updates to once a year or so would make this task easier but still current, depending on the information contained in the email and on the microsite.

IV. Website update
   A. Missing meeting agendas or minutes
      1. Cliff asked Denise to look at the listing on the microsite to determine where gaps are on the microsite. Denise pointed out most of the gaps would be before her tenure as webmaster. There are no minutes from 2013; only annual for 2011 and 2012 and none before 2011. It's unknown how many sets of minutes might be missing, since the minimum number of times the Steering Committee needs to meet is 4 times per year but the committee frequently meets more than that.
   B. Other topics

1. **Action item:** Information is not updated on the leadership roster; Kira will start an email chain to Denise to get that information updated.

V. Subcommittee reports and current projects
    A. Ad hoc standing rules review subcommittee
        1. Marcella and Kira have heard nothing from anybody so far regarding the items they specifically requested feedback about in the draft revisions they sent to the rest of the Steering Committee. Cliff suggested finalizing feedback by the committee's next call in January/February should be alright to meet the May 1 deadline.
    B. Best practices subcommittee
        1. Additional members
            a) Megan O'Riordan and Rosalea Gardner have been added to the subcommittee.
        2. Collection development policies
            a) Wireframe for updating website has been approved, and the subcommittee are working on filling out that information.
        3. Zotero bibliography
            a) The subcommittee would like some guidance on maintaining and updating the bibliography. Marcella suggested the subcommittee do a semi-annual or annual review of links that have been added by individuals outside the subcommittee to ensure those articles and other resources apply to acquisitions and appraisal.
    C. Social media subcommittee
        1. November Twitter chat report
            a) The November Twitter chat was not well-attended. It morphed into a discussion specifically of the Women's March on Washington Archives Project organization records gathering project in part because of who attended. This Project has their own Twitter account, which the A&A social media subcommittee didn't realize in advance. Although one of the founder members of this organization was part of the discussion for organizing this chat (also a WArS leader), the other Project founder of the didn't know about the Twitter chat beforehand and happened to join that evening. An unfortunate missed communication, but connected with Kira over Twitter and stated they would be happy to have another Twitter chat on the topic.
        2. Plans for future chat, blog posts, etc.
            a) Subcommittee will meet again, in part to discuss upcoming topics. Twitter chats will now be quarterly. Marcella wondered whether adjusting the time of the chats would help, though it's difficult to adjust timing without making it hard on one timezone or another.

Marcella also pointed out that the SNAP section recently had a chat on appraisal, but they did not involve our section at all.

VI.   Next meeting

Latter part of January/early part of February for next meeting to keep these conversations going.