

Acquisitions and Appraisal Section Steering Committee Meeting
01/23/2018, 11:00 a.m. Central

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

- I. Welcome and approval of minutes
 - A. Minor corrections from Kira, nobody else commented.
 - B. Pat moved, Denise seconded, unanimous approval of meeting minutes as amended.

- 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
 1. Many of these items discussed in more detail later in the meeting.

- III. Follow up on assignments
 - A. Marcella will get feedback from other steering committee members about section meeting program planning and continue coordinating with Records Management Section about a combined section meeting at SAA/COSA/NAGARA 2018
 1. Discussion below.
 - B. Courtney will ask SAA staff and president to follow up with Dalila about writing an Archival Outlook article
 1. Courtney emailed the Steering Committee earlier that Dalila should have submitted the article to *Archival Outlook*.
 - C. Denise will work on the webpage related to appraisers
 1. Webpage has been completed.
 - D. Kira will start email chain to Denise about leadership roster update on website
 1. Automatic roster created by SAA profiles; Denise also creates a roster using information from the automatic one. **Action item:** If you have had a job change or otherwise need to change information, update your SAA profile (and let Denise know you did so).
 - E. All steering committee members should review suggested changes to the standing rules
 1. See discussion below.
 - F. Kira will ask Matt Black about a new members report
 1. “What defines a new member and how frequently do we want these reports?” were questions Matt asked. He also pointed out that SAA will be moving to a new membership database later this year, so the steering committee could run a pilot project now and/or wait until the system

change. The steering committee was inclined to wait until the new system was in place. Cliff questioned whether the new system would have any automated messaging capabilities; Kira said she and Matt had not discussed that. Pat asked about the idea about creating a welcome page on the microsite, rather than sending an email; Cliff thought the new system might have automated messaging, that could send an email to new members directing them to the page. Pat suggested that requirements for the new membership system should be a discussion with other sections, and that other sections may also be interested in automated messages to new members. Julie suggested content on the welcome page could include pointing members to volunteering opportunities, the Twitter chats, and other resources; she also suggested that if we have to generate reports instead of having an automated system, quarterly should be a sufficient number of times to do so. **Action item:** the social media subcommittee will begin creating content for a welcome page on the microsite. Content will be fairly minimal, mostly links to other resources available from the section.

- G. Social media subcommittee will meet to discuss name change options
 - 1. Discussion below.

IV. Section meeting program

A. Update from Marcella and discussion

- 1. Marcella described where the discussion is so far, with both section leadership groups interested in focusing on transparency issues around appraisal and retention scheduling decisions. Bethany questioned whether there would be any opportunity for records issues to be discussed in light of university and college records; Cliff suggested a private university speaker could be a way to get at a similar angle to that of dealing with corporate records if a corporate records speaker cannot be found. Marcella pointed out that corporate records are not often spoken about at archives conferences, and this could be a unique opportunity to do so. The Steering Committee also discussed potentially partnering with the Manuscripts Section next year in order to ensure the diverse needs of the A&A section membership are being met, since this year's meeting will naturally be records-focused due to collaborating with the Records Management section.

B. Other questions or topics

- 1. Karl Rainer Blumenthal, Chair of the Web Archiving Section, emailed Bergis Jules & Cliff, proposing a collaboration to host an online event in April or May regarding the Documenting the Now project, highlighting its progress. A webinar is where Karl is leaning; the Documenting the Now staff would probably do most of the talking and the two sections would mostly promote and sponsor the webinar. Karl and the Web Archiving

Section would probably host the webinar. Karl reached out to Cliff because the Documenting the Now tool revolves in part around the ethical appraisal and selection of social media/immediate content, which will likely be of interest to many A&A section members. Julie suggested pushing for May for the webinar since the section is planning an April Twitter chat, in order to not overwhelm the section membership with too much activity all at once.

V. Subcommittee reports and other projects

A. Discussion of intern position and name

1. Cliff asked, "Does the name matter?," in context of maybe the name does not matter as much as long as their work is significant to the section. Julie remembered the discussion as trying to come up with a name that looked better than "intern" on a resume/CV and a term that could be used for a working professional and/or somebody seeking additional experience. The current standing rules have a draft term of "resident," which the steering committee feels is not as recognizable as intern. Felicia at SAA noted that SAA has shied away from using "Fellow" as a term; Marcella also pointed out that SAA has a fellowship program, and using that term for a section position could be misleading. Other suggestions discussed included liaison, assistant, apprentice, junior or trainee steering committee member, and protege.
2. No consensus was reached, tabled discussion until next meeting.

B. Best practices subcommittee

1. The subcommittee had a meeting in November; member Mat Darby has drafted a blog post about the collection development policy survey as a warm-up to the April Twitter chat on the survey. **Action item:** Julie will send the draft around for the Steering Committee to review.
2. Questions about updating and maintaining the Zotero bibliography: Marcella suggested the subcommittee should not devote much time to adding but should instead focus on maintenance of articles submitted by others and ensuring those submissions are following the guidelines. The subcommittee will focus on tagging to keep that consistent but be neutral about submission content. Pat went through all the current 129 submissions and noted there are gaps; Marcella suggested this would be good to bring to the membership, as a request for additional submissions and reminder that the bibliography exists. The group also discussed the social media subcommittee picking out particular submissions and tweeting them occasionally, as another way to remind the membership and others about the bibliography.

C. Social media subcommittee

1. Name change options - full discussion tabled until next meeting due to running out of time, though the subcommittee did speak about it at their

last meeting. The subcommittee was leaning toward Digital Media instead of Social Media; Cliff requested Kira or Kathy send out a summary of their discussion. Kira pointed out that some of the name/role change is dependent upon other potentially changing roles, such as regarding the internship.

2. Stuart Lutz, appraiser, has been in conversation with Cliff about partnering with the section, initially as part of the annual program and then later as perhaps writing a post on the blog. Pat asked whether we would need to open the blog up to any commercial appraiser; Cliff pointed out that they have not been knocking down our door asking to provide content. If Lutz can discuss a neutral topic--such as what's tax-deductible in a donation, or other commercial appraising matters that intersect with acquisitions--then this could be good blog content of interest to the membership.
3. Twitter chat will be April 19 at the same time as we've been doing. Otherwise the subcommittee is working on blog posts and other content.

D. Ad hoc standing rules review subcommittee

1. Finalize changes to standing rules - discussion tabled until next meeting.

E. Website updates

1. No discussion.

VI. Next meeting (2 mins)

- A. Looking at late March for the next meeting.