

**Acquisitions and Appraisal Section Steering Committee Meeting**  
**03/27/2018, 11:00 a.m. Central**

Present: Cliff, Julie, Marcella, Pat, Bethany, Kathi, Denise

Absent: Lily, Kira, Courtney

- I. Welcome and approval of January 23 conference call minutes (<5 mins)
  - A. Julie moved, Pat seconded, unanimous approval of meeting minutes as amended.
  
- II. Upcoming deadlines and events (~5 mins)
  - A. Agenda items for spring Council meeting due in April
  - B. Twitter chat on 4/19
  - C. Revised standing rules due by 5/1 for review by executive director and Council liaison
  - D. Annual section meeting on 8/17, 11:00–12:15
  
- III. Follow up on assignments (~5 mins)
  - A. Social media subcommittee will draft welcome page on microsite for new members (discuss during report)
  - B. All steering committee members should review suggested changes to the standing rules (discuss during report)
  - C. Julie will send draft blog post to steering committee for review - **Completed, blog post has been published.**
  - D. Kira or Kathi will send committee summary of social media subcommittee discussion of name change options (discuss during report)
  
- IV. Section meeting program (~10 mins)
  - A. Update from Marcella and discussion - Marcella informed the rest of the steering committee that Lauren Gaines, corporate archivist and historian for Thrivent Financial, and Nate Jones, director of the FOIA Project at the National Security Archive, have both indicated they are available and willing to speak at the joint section meeting for Acquisitions & Appraisal and Records Management. The chairs and vice chairs for both sections have also submitted a budget request for speakers honoraria and expect to hear back about this from Council after their next meeting.
  - B. Other related questions or topics - Cliff pointed out that the business meeting will be compressed again, like last year, due to the Records Management section wishing to incorporate an icebreaker activity as well as the two business meetings before the program. Marcella suggested an agenda item should be Cliff requesting that anyone interested in joining the Steering Committee next year should give him their business cards or otherwise get in touch so he and the rest of the nominating committee can begin preparing a slate early.

V. Subcommittee reports and other projects (~30 mins)

A. Website updates

1. Denise put out a call for missing meeting minutes and received the 2012 annual report. Cliff also just received a request for updated information about an appraiser listed on the old website, Charles Apfelbaum. Cliff sent the SAA staff person the updated webpage that no longer provides information about specific appraisers.

B. Ad hoc standing rules review subcommittee

1. Finalize changes to standing rules

- a) Due to how early SAA requires information from the sections for nominations, language regarding “one month at least” should be sufficient.
- b) Cliff spoke with Felicia at SAA over phone about the use of the term internship. She suggested leaving standing rules language vague to facilitate flexibility from year to year, including for years where the section may not have an intern, and that the section could have a webpage on the microsite regarding intern projects, including past projects, and expectations for the position. Pat pointed out that she’d heard from placement people at her institution that internships were the most influential in information science students getting jobs after graduation and that no stigma appeared associated with the term. Cliff suggested Kathi could create a report of her own internship to set a precedent for future internships. **Action item:** Marcella and Kira will remove some of the specific language about social media in the internship role & keep the language flexible regarding special projects. The committee also determined that the standing rules do not need to call out social media as a separate communications channel or separate role, with the expectation instead that this is a standing subcommittee and/or normal duties of the Steering Committee. **Action item:** Marcella and Kira will make final revisions and send out the standing rules to the rest of the Steering Committee for one final editorial review. Marcella suggested the section microsite should have webpages introducing both standing subcommittees.
- c) Pat moved, Kathi seconded, unanimous approval of revised standing rules as discussed by the steering committee.

- C. Best practices subcommittee - They have posted a blog post in preparation for the Twitter chat later in April; Julie requested that the social media subcommittee send out some tweets prior to the chat to remind people about it, and everyone is planning to use the same questions as last year’s chat since there was so little participation. Kathi will promote the Twitter chat on Twitter and Facebook and will use the new announcements list to send out reminders about the chat. Pat has

added some information to the instructions for Zotero and has downloaded syllabi from 5 universities' appraisal courses to check against what's currently in the bibliography. Bethany and the others who set up the Zotero bibliography initially received some feedback from teaching faculty, and Bethany shared that info with Pat. Pat's interested in targeting teachers who are teaching from different perspectives; Cliff suggested contacting Michelle Caswell specifically.

D. Social media subcommittee

1. Name change options

a) The subcommittee has not met since the last steering committee call, so the steering committee held a general discussion about name change possibilities, generally thinking "Communications Subcommittee" or "Outreach Subcommittee" both seemed like all-encompassing options matching what the subcommittee does. Outreach could additionally include promoting use of the available resources through the section.

2. Kathi updated the steering committee on other activities. She made contact last week at the New England Archivists conference with staff from the Providence Public Library, who are actively collecting materials from their community and who recently had to create a new acquisitions policy, and she's planning to do a blog post interview with them.

3. Potential blog post from Stuart Lutz - Lutz has contacted Cliff about potentially providing a blog post, including sending Cliff an article he's written elsewhere regarding tax deduction possibilities from monetary appraisals of collections. Marcella asked if he could speak to the changes in tax deductions for 2018 going forward, which could be of use to the section membership and their donors. Cliff will give Stuart a 2,000 word limit and a deadline of May 15 and will include the social media subcommittee in his reply.

E. Continued discussion of intern position and name - **resolved earlier in discussion**

VI. Next meeting (2 mins)

A. Bethany will work with Kira and Pat to send out call for nominations, hopefully by April 15 but no later than May 1

B. Looking at first full week of June (June 4-8) for next call.