

**Acquisitions and Appraisal Section Steering Committee Meeting**  
**06/20/2018, 2:00 p.m. Central**

Present: Cliff, Marcella, Kathi, Courtney, Kira, Julie, Pat, Bethany

Not present: Lily, Denise

Guest: Taylor, 2018-2019 intern

- I. Welcome and approval of minutes (<5 mins)
  - A. Cliff introduced Taylor, the 2018-2019 section intern, who will be taking over at the August annual meeting.
  - B. Pat moved, Kathi seconded, unanimous approval of meeting minutes as presented.
  
- II. Upcoming deadlines and events (~5 mins)
  - A. Election ballots open, 6/25–7/17
    1. Felicia lengthened the amount of time ballots will be open; Cliff reminded everyone on the phone call to vote. **Action item:** Marcella will send out reminder email about voting to the section listserv; the reminder will include information about the standing rules revisions that are also up for a vote.
  - B. Agenda items for August SAA Council meetings due 7/16
  - C. Deadline for Sep/Oct *Archival Outlook* submissions, 8/1
  - D. Leadership Orientation and Forum on 8/15, 10:15–11:45
  - E. Annual section meeting on 8/17, 11:00–12:15
  - F. Section steering committee meeting, 8/17 at 12:15?
    1. Cliff confirmed with everyone that a steering committee meeting at 12:15 is acceptable
  - G. Annual report and roster update due, 9/1
    1. **Action item:** If anyone has a brief report to share, send it to Cliff to include in the annual report.
  
- III. Follow up on assignments (~5 mins)
  - A. Submission of updated standing rules to Council
  - B. Social media subcommittee will draft welcome page on microsite for new members (discuss during report)
  - C. 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. Honorarium approval
    1. \$125 from each of the two sections, A&A and Records Management, to contribute to Nate Jones' honorarium to speak at the joint section meeting, leaving each of the sections with \$125 to spend. If that money is

not spent, it won't roll over, but the expectation or hope is that an additional \$250 will be made available the following fiscal year. Courtney clarified that while there is no budgeting or pre-approval required for this funding, some uses might be best run through SAA first to determine how best to fund (i.e., direct billing instead of reimbursement).

2. Marcella moved, Julie seconded, unanimous approval of disbursing \$125 toward Nate Jones' honorarium. Marcella will contact interested parties to ensure next steps happen.

B. Any necessary updates or questions

1. Cliff requested any subcommittee updates be sent out during the week of SAA to the section listserv; the group discussed generating a blog post as a kind of introduction to the annual meeting/lead-up to the annual report. He requested this as a matter of timing because the business meeting portion of the meeting will be very brief.

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

A. Website updates

1. Denise not available to comment.

B. Social media subcommittee

1. Welcome page draft

- a) Subcommittee has not met since last steering committee meeting. Kathi will email Lily & Kira to prompt the three of them to draft up a brief welcome page to share out with the rest of the steering committee.

2. Name change options

- a) Cliff requested that Kathi also let Lily & Kira know that the rest of the steering committee likes the name "Outreach Subcommittee" and asked that the three of them draft up a brief listing of the subcommittee's responsibilities in order to more clearly document the subcommittee's tasks. Cliff directed the subcommittee to meet and discuss, sending a report of the discussion to the steering committee's listserv by August 1.

- b) Cliff mentioned again the intern generating a report; Marcella questioned whether this should be a public-facing document or something internal for SAA and the section. The group was happy with either; suggestions leaned toward a more public-facing blog post, particularly for interns involved in social media or outreach, and to give the intern another piece for their portfolio or resume.

3. Twitter chat report

- a) Twitter recap app, Storify, that we had been using is now defunct--if anyone has any suggestions for a new app, please let Kathi know. Cliff mentioned that the Documenting the Now Slack channel members had mentioned Sutori as a possible alternative.

TweetDeck captures everything but doesn't store it as a conversation the way Storify did.

- b) Cliff noted the lack of participation in recent Twitter chats. Pat also asked about blog posts; there's little activity on the blog as well, or on the Facebook page. Individuals like, share, and repost but do not comment. Julie wondered if we should reinvest our time in other avenues, such as *Archival Outlook* articles or other more permanent and traditional communication channels. Cliff suggested a news article in *Outlook* on the collection development policies survey might be a good idea.
- c) Consensus to stick with quarterly Twitter chats, limiting to 5 questions (can have backup second tier questions ready if necessary). Next Twitter chat will tentatively be early August; the group thought partnering with another section would be good in order to increase numbers of people who might participate. Cliff suggested the Records Management section might be a good fit as an intro to the annual meeting joint program; Kathi will follow up with them to gauge their interest.

#### 4. Blog update

- a) Kathi currently editing a blog post interview with a couple curators from Providence, RI; she'll send it to the curators for their approval and hopefully post it next week. Cliff also suggested that Kathi think about writing a blog post as a report of her internship.

#### C. Best practices subcommittee

- 1. Additions to the microsite: Julie's been reaching out to institutions to confirm they're happy to have their collection development policies added to the microsite as a "Collection Development Policies Resources" section. Julie wanted advice about approaching institutions whose policies are online; debate ensued whether those institutions needed to be notified or asked. Final recommendation that Julie move to a notification process, rather than a permission process, in order to expedite matters regarding online collection development policies. Julie will work with Denise to update the website with these resources and is hoping she can complete this work before the annual meeting in August.
- 2. Zotero bibliography: Pat's been collecting additional syllabi from those who teach appraisal in order to add links to additional citations to Zotero. She's also hoping to complete this work before the annual meeting. Cliff suggested Taylor could help Pat with this project.

#### VI. Next meeting (2 mins)

- A. Next meeting on August 17 at 12:30 (allowing time to fetch lunch between meetings). Marcella will scope out a possible meeting spot and let everybody know where to meet that week via the listserv.

B. Marcella moved, Kathi seconded, unanimous approval to adjourn.