

**Acquisitions & Appraisal Section  
Steering Committee Meeting Minutes  
17 August 2018**

Present:

Marcella Huggard (Chair), Christian Kelleher (Vice Chair/Chair-Elect), Cliff Hight (Immediate Past Chair), Krista Gray, Kathi Isham (outgoing intern), Taylor de Klerk (Intern),

I. Welcome, introductions, and approval of minutes:

- A. Introductions of all attending steering committee members were made.
- B. Approval of minutes from the previous meeting was postponed to allow new members to join the read them. **Action item:** Cliff will ask Felicia at SAA to add new members to the listserv, and Marcella will invite them to the Google drive.

II. Upcoming deadlines and events, and III. Follow up on assignments:

- A. Annual report is due September 1, 2018. **Action item:** Cliff will finalize the Section's report. **Action item:** Kathi will do a summary intern report. Discussion of what the intern report will entail, formality, and form of the intern report, including possibility of doing it as a blog post.
- B. Agenda items for the fall Council meeting? No items were offered.
- C. *Archival Outlook* submissions, upcoming deadlines of 12/1/2018 and 2/1/2019. Discussion of asking the two presenters from the Annual Meeting, Nate Jones and Lauren Gaines, to write something from their presentations. Discussion on if someone from NARA could engage with Nate? **Action item:** Cliff will follow up with Nate, and Marcella with Lauren.
- D. 2019 section annual meeting details due to SAA by March 1, 2019. As is the section's practice previously, the committee discussed doing a joint section meeting next year. **Action item:** Christian as Vice Chair will take the lead on planning. Discussion on what other sections might partner in the meeting (Manuscript Repositories, Research Libraries, Electronic Records related to digital archives, Diversity, other?), and what the Austin location might offer.
- E. FY2020 special funding requests due to SAA by March 1, 2019. Funding may be available beyond the annual \$250 allotment for each section. Discussion below in New Business.
- F. Deadline to issue section election nominations is May 15, 2019. **Action item:** As Immediate Past Chair, Cliff will lead the effort to get nominations for steering committee leadership.

IV. New business:

- A. Budget requests for remaining \$125 from FY2019 section allotment? Discussion ideas included *#appraisethis* buttons.
- B. Special funding requests for FY2020? Ideas included work on Zotero bibliography.
- C. Password and email management for section accounts. Discussion of how to manage passwords and gmail account to avoid issues with access as leadership changes. **Action**

**item:** Christian will contact Matt Black or Felicia Owens at SAA for advice or information, especially regarding new membership management system.

#### V. Subcommittee reports and other projects:

##### A. Website updates.

1. **Action item:** Draft of new “Welcome” page will be sent to membership for review. Draft available at [https://docs.google.com/document/d/1ACYEBwF3KblGBumgPbK5HX35Y6DK6GmIS\\_8Kq2lkRGc/edit?usp=sharing](https://docs.google.com/document/d/1ACYEBwF3KblGBumgPbK5HX35Y6DK6GmIS_8Kq2lkRGc/edit?usp=sharing)

##### B. Social media subcommittee.

1. Discussion about effectiveness of various social media efforts. Facebook followers are few. Twitter chats and interactive blog posts have had early success, but quickly declined to mostly participation of only steering committee members. Does effort yield reward? Taylor mentioned a Twitter conference done by the Preservation Section. Christian mentioned the possibility of a Twitter bookclub (but probably just for articles, not books). Is Instagram a possibility?
2. Discussion of any planned future content for the Blog, including the intern experience report, and section meeting recap.
3. Since the social media subcommittee is more outreach than social media, the subcommittee discussed a name change to “Outreach Subcommittee.” Outreach Subcommittee duties would include helping communicate and promote Section activities through the Sections' microsite, listserv, and social media outlets, and engaging Section members on issues related to appraisal and acquisition and create opportunities for professional dialogue among Section members and other Section groups, eg. blog posts, Twitter Chats. Overall tasks would include maintaining current social media accounts to update members on Section projects, create and coordinate blog content, organize and moderate regular Twitter Chats, including partnering with other Sections]. Outreach subcommittee members will be Kira and Katie. **Action item:** Outreach subcommittee will discuss and propose social media ideas.

##### C. Best practices subcommittee.

1. Activities include update of the abandoned property law web page, and survey on collection development policies. Committee members will be Pat, Krista, and possibly Julie May (who has volunteered to continue, though she is no longer on the steering committee); Pat and Krista will check in with other volunteers to confirm they are still interested in participating.

#### VI. Next meeting

- A. The next meeting will be via conference call in the latter half of October. **Action item:** A doodle poll will be distributed to schedule it.