

**Acquisitions and Appraisal Section Steering Committee Meeting
October 24, 2018 at 2 p.m. Central
Conference Call**

In attendance: Marcella Huggard (Chair), Christian Kelleher (Vice Chair), Cliff Hight (Immediate Past Chair), Pat Galloway, Krista Gray, Kira Baker, Katie Delacenserie

I. Welcome and approval of minutes

June 20 Steering Committee meeting minutes were unanimously accepted. August 17 Section business meeting minutes were unanimously accepted. August 17 Steering Committee meeting minutes were unanimously accepted. **Action Item:** Christian will send PDF of minutes to Denise for posting on the section web page.

II. Upcoming deadlines and events

Marcella reviewed the following upcoming deadlines:

- *Archival Outlook* submissions upcoming deadlines, 12/1/2018 and 2/1/2019
- Section annual meeting details due to SAA, 3/1/2019
- FY2020 special funding requests due to SAA, 3/1/2019
- Deadline to issue Section election nominations, 5/15/2019

III. Follow up on assignments

Cliff submitted the section annual report, accepted without comment by SAA.

Regarding submission of an article to *Archival Outlook* reviewing the section joint meeting with the Records Management Section, Cliff gave update that they are waiting on submissions from participants Nate Jones and Lauren Gaines, particularly needing authorization from NARA for related information, then **Action Item:** Cliff will edit as needed and submit.

Regarding password and email management for section accounts, Christian corresponded with Felicia Owens at SAA. The new association management system (AMS) will not have tools for this purpose. Felicia reported that the best method right now is to use a Gmail account and have all accounts linked to that email, with a listing of accounts and passwords handed down through leadership changes. Felicia said there may be more discussion or direction forthcoming from SAA at some point. After discussion it was decided to move the passwords document to the main Google drive. **Action Item:** Christian and Kira will review and submit recommended practices.

IV. Other business

Next year's section meeting ideas were discussed. Previously discussed possible partner sections for a joint meeting included Manuscript Repositories, Research Libraries, Electronic Records related to digital archives. Another possibility could include Congressional Papers (since the meeting will be in the state capital of Austin). Christian raised the idea of collecting internationally as a topic related to conference theme of "Transformations" and that UT had some good resources for that. Discussion focused on a possible three-part collaboration with Manuscript Repositories and Electronic Records that could look at collecting internationally and digital/post-custodial models. Two examples mentioned included the University of Texas's Latin American Digital Initiatives project, and Emory University's Salman Rushdie digital archive. **Action Item:** Christian will contact the chairs/vice-chairs of the Manuscript Repositories and Electronic Records sections to gauge their interest in collaboration.

Regarding what to do with the section's remaining \$125 for FY19, costs/quantities of #appraisethis buttons was discussed. Cliff looked up costs online and found them to be rather inexpensive. **Action Item:** Christian will look further into costs, and the Outreach Subcommittee (Kira) offered to work with him on design ideas.

V. Subcommittee reports and other projects

Website: Standing rules revisions were updated on the web site after the summer elections.

Action Item: Christian will submit PDF of minutes to Denise, but otherwise no further updates are needed.

Outreach subcommittee: The new draft welcome page was presented:

https://docs.google.com/document/d/1ACYEBwF3KblGBumgPbK5HX35Y6DK6GmlS_8Kq2lkRGc/edit?usp=sharing **Action Item:** Everyone will review the draft before the next conference call.

Social media outreach ideas: Discussion of Twitter conference possibilities as a way to revitalize use of the medium/Twitter chats. Pat noted that blog posts have been underutilized but have a longer life span than tweets, and the various benefits of each was discussed. Question was asked whether the Twitter chats should be "put to bed"? It was generally agreed that yes, the chats should be suspended due to lack of engagement from the membership. Subcommittee will accept suggestions for a Twitter conference or blog post, and especially looks for ideas for interviews.

Best practices subcommittee: Responsibilities are Pat will work on the Zotero bibliography, and Krista will focus on expanding microsite resources for collection development policies. Other participants from the section's general membership will continue as active participants on the subcommittee. Krista and Pat will confirm from previous volunteers who is still participating and let the outreach subcommittee know whether they are actively seeking additional volunteers or not.

VI. Next meeting

Hearing no objections to scheduling the next conference call for early to mid-December, **Action Item:** Marcella will send out a Doodle poll to find the best date.

Meeting adjourned.