Acquisitions and Appraisal Section Steering Committee Meeting
December 4, 2018 at 9:00 AM
Conference Call

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

I. Welcome and approval of previous minutes
October 24, 2018 meeting minutes were unanimously accepted with no revisions or further discussion needed.

II. Upcoming deadlines and events
Marcella reviewed deadlines, which included: Archival Outlook submissions due, February 1, 2019; Section annual meeting details due, March 1, 2019; Special funding requests due, March 1, 2019; Agenda items for Spring Council meeting, April 2019; and Section election call for nominations by May 15, 2019

III. Follow up on assignments
Cliff was in touch with Alex Toner of Records Management Section with edits for the *Archival Outlook* submission. *AO* editor Abigail Christian may hold the article as a longer piece to a later edition. **Action Item:** Cliff will review Alex's edits and submit before the February deadline. Marcella will follow up.

Regarding changing/updating documentation for accessing the Section email account, Christian reported that he logged in successfully, after sending his cell phone number for verification. Further testing may be helpful.

Christian reported that he had mocked up a couple ideas for a #appraisethis button. **Action Item:** Christian will share the designs with the steering committee.

IV. Annual meeting planning
Christian reported having reached out to Electronic Records and Manuscript Repositories sections about possible collaborations for the section annual meetings. He heard back from Jessica Farrell of Electronic Records, and Alison Clemens of Manuscript Repositories. Both said they would share the idea with their own steering committees and get back to him. **Action Item:** Christian will follow up with both by the end of the year.

V. Subcommittee reports

Website updates: The most recent steering committee meeting minutes were uploaded to the website.

Outreach subcommittee updates: The new welcome page is ready to post to the section website. **Action Item:** Review and comment on draft.

There was a question about whether or not to list the names of volunteer members of the subcommittees on the web site. Individuals have consented to have their names listed. Maybe list names and <u>also</u> note that other members are welcome to join? Cliff recommended that we require web page visitors log in to get contact information for non-steering committee members.

We had discussion of the time frame for emails welcoming new section members. It was decided that we would send a welcome email to those who had joined in the past year, then do it quarterly on a rolling basis.

We brainstormed potential guest writers for the blog. Two presentations at the last SAA annual meeting were relevant, so perhaps contact one or more of those presenters? Action Item: Look at notes and make recommendations to Kira (or other subcommittee members) with names to contact about doing a blog post.

Best Practices subcommittee updates:
81 items were added from August to the bibliography. Make sure to use the right citations policies for resources.

Krista has mocked up the collection development policies resources and asked for feedback.

VI. Next meeting

Action Item: Marcella will send out a Doodle poll to find a date for the next meeting.

Meeting adjourned with no opposition.