**Acquisitions and Appraisal Section Steering Committee Meeting MInutes**

**March 19, 2019 at 10:00 AM Central**

**Conference Call**

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

Guest: Susan Malsbury, Vice Chair of Electronic Records Section

I. Welcome and approval of minutes.

Marcella welcomed all and introduced the minutes. Cliff moved and Pat seconded, no further discussion. Unanimously approved.

II. Annual Meeting Discussion

Susan Malsbury and Christian reviewed the joint meeting planning discussion from the most recent Electronic Records Section conference call. Reviewed the four topics at the top of the [Planning Document](https://docs.google.com/document/d/1pXc1Sz__u03S9oBybMHda5yGHZUNPj9Uf_YEibSzEfQ/edit?usp=sharing). Discussion of collaboratively writing the first two presentations on “Advocating for appraisal” and “Appraisal tools” with goals of having each presented by a member of each Steering Committee (or Section), thus allowing new, interested voices to have a chance to engage in the conversation (not just the usual suspects). 10 minutes maximum for each presentation.

**Action Item:** Susan will set up Google Docs for everyone to volunteer/contribute to as working groups on the collaborative topics. Discussion of identifying a lead coordinator for each discussion/Google Doc to have primary responsibility for developing the presentation.

Discussion of break-out sessions following the presentations. Should we have four break-outs that match the four presentation topics, possibly led by the presenters and additional discussants? Should we have more groups on those four topics (two for each topic?) to accommodate the number of attendees in smaller groups? Or should we introduce additional discussion topics for break-outs?

Kira mentioned the need for signage to announce the break-outs and notes for reporting back. **Action Item:** Christian may have to ask Felicia or purchase paper/markers, possibly from the A/A Section budget.

Cliff raised the idea for a break-out on appraisal for mobile device records like text messages, Twitter, etc. Possible an ethical component that [Documenting the Now](https://www.docnow.io/) has been considering. How to keep account of personal devices.

Discussion of the ice breaker. Marcella will check with Alex Toner regarding the bingo ice breaker, or we’ll figure out something else.

Cliff asked about bringing in non-archivists, but this year it doesn’t seem to fit the plan so no special requests for funding to Council will be made.

**Action Item:** Christian or Marcella or Christian and Marcella will continue the discussion with ERS on their next conference call.

After finishing discussion of the joint annual meeting, Susan left the conversation.

III. Deadlines, etc.

Marcella reviewed the deadlines listed on the agenda.

Discussion of election nominations. Christian mentioned looking at this year and last year’s conference presenters to identify potential candidates. Marcella mentioned that last year there was a session, perhaps on the last day?, that got a lot of Twitter activity. The full schedule for this year’s meeting may or may not be out in time to be useful. Cliff has reviewed the section member list with an eye on diversifying representation of leadership beyond academics. Perhaps folks rotating off the steering committee would be interested in leadership positions? **Action Item:** Cliff will start drafting a call for nominations for May 1. Nominees have to be members of the Section, and Cliff with check on those rules (by when they have to be members). Cliff will share his research with Kira and Krista.

Discussion of buttons. Round buttons are preferred. Christian though maybe to float the #appraisethis in front of the box rather than on it? Put the SAA logo on the box lid? Or just take out the SAA logo completely? 1.5”x1.5” seems to be the preferred size. Do we want the # on there? Kira said the Section’s social media will increase use of #appraisethis leading up to the conference. Marcella will share this feedback with the button designer.

IV. Subcommittees

Website. Christian will check on updated minutes with Denise.

Outreach. Kira can now log into the Google account. Kira cleaned up and linked Twitter to it. Taylor is almost done with the interview for the blog. Kira will send out draft blog guidelines to the Steering Committee for review.

Best Practices: Krista discussed the two main options for the library of collection development policies and linking from the microsite. Recommended keeping policies within SAA Connect. When the institution prefers to link rather than a PDF, what should we do (because links can go away)? Recommended to point broken links to search in the Wayback Machine. Action Item: Krista and the Subcommittee with draft language.

V. Next meeting

May, or can we wait until June? Preferably before Memorial Day, so we’ll plan for early May. Marcella will find a time.

Meeting adjourned at 11:07 AM.