**Acquisitions & Appraisal Section Steering Committee**

**Meeting Minutes**

**May 20, 2019**

**Conference Call**

Present: Marcella Huggard, Chair; Christian Kelleher; Vice Chair; Cliff Hight, Immediate Past Chair; Denise Rayman, Webmaster; Pat Galloway; Krista Gray; Tayler de Klerk, Intern

**I. March minutes**

Some minor typos were identified and fixed online. Pat moved and Denise seconded to approve the minutes, and they were approved unanimously.

**II. Upcoming dates**

Marcella reviewed the upcoming deadlines as listed on the agenda.

A. Ballot information due to SAA, June 1, 2019

B. *Archival Outlook* submissions due, June 1, 2019

C. Elections open, June 17-21, 2019

D. Agenda items for Council annual meeting due, July 1, 2019

E. Leadership orientation and forum at SAA, August 2, 2019 from 3:30-5 p.m.

F. *Archival Outlook* submissions due, August 1, 2019

G. Section annual reports and roster updates due, August 30, 2019

**III. Old business**

A. Election nominations. Cliff, working with Krista and Katie, reached out to 10 or so people and got positive responses from 6, and they are waiting for nomination information from them. Cliff also sent a general call for nominations to the membership list last week. They modified the nominee questions from the previous year, and **Action Item:** will work with Denise to get info onto the website. After the website is updated, they will share the call on social media as well.

B. Buttons. Christian is working with Felicia and SAA’s preferred vendor to get the most buttons we can for the remaining $125 in the budget.

C. Annual meeting update. Christian and Marcella continue working with Jess Farrell and Susan Malsbury from the Electronic Records Section on final plans for the joint annual meeting. Upcoming conference calls include discussion on the Tools and Advocating presentations. ERS is taking the lead on the Collective discussion.

Marcella is building the section business meeting agenda. It will include election results announcement, updates from the Best Practices Subcommittee and the Outreach Subcommittee. She will thank the section leadership. **Action Item:** Marcella will share a draft agenda by July 24.

Krista and Taylor plan to curate a list of acquisitions and appraisal related sessions at the SAA conference and share on social media.

D. Annual report. Marcella will have to do the section’s annual report. The group discussed ideas to include: update of the welcome page, social media changes and challenges, progress on best practices resources, and of course the outcome of the annual meeting.

**IV. Subcommittee reports**

A. Best Practices Subcommittee. Krista reported that progress is expected over the summer when numbers are more available. Pat has led efforts to add some material, including syllabi from people who teach appraisal, to the Zotero bibliography page. Some have been added, but more is expected over the summer.

B. Outreach Subcommittee. The subcommittee has been keeping on keeping on. They promoted the call for an Early Career Member (now SAA is holding off on this call until the May SAA Council meeting).

C. Website. The most recent minutes will be up soon.

**V. Next meeting**

Will happen at SAA, but when? **Action Item:** Christian will investigate best possible meeting times on the conference program, and communicate the date, time, and location when possible.

Meeting adjourned.