**Acquisitions & Appraisal Section Steering Committee Meeting**

**Minutes**

**10/22/2019**

[Present: Krista, Katie, Jamie, Suzi, Marcella, Kate, Christian, Alexis]

1. Welcome and approval of minutes (<5 mins)
	1. [May 20 Steering Committee meeting](https://docs.google.com/document/d/1Hw8MC_ktP4328mqGoudLKbtgK66XvDYfvCaS_NOX3u8/edit?usp=sharing) - Marcella moved, Suzi seconded, unanimous approval of May 20 meeting minutes as amended.
	2. August 3 Section business meeting - Marcella will send summary of what was stated to Denise to upload to the A&A microsite.
	3. [August 5 Steering Committee meeting](https://docs.google.com/document/d/1pDlfdgXKL7HNAPvaB1sXu-lFbIONU4b23TKbrRBiZ8A/edit?usp=sharing) - Suzi moved, Katie seconded, unanimous approval of August 5 meeting minutes as amended. [attendance needed to be updated]
2. Discussed Future Events/Activities
	1. Discussed the annual meeting topic and potential sections to collaborate with, potentially Description and Collection Management. **Action Item:** Alexis will reach out to Collection Management section with some general ideas.
	2. We are working on listserv and website updates. Have added information to the Google drive. Working on a more regular scheduling for posting on the blog.
	3. Need a broader range of collection development policies, but quite a few are already available. This could be a blog post or wider discussion topic.
3. Follow up on assignments (~10 mins)
	1. Annual report submitted to SAA (Marcella) - submitted, should be available in Council documents?
	2. Document, password, email management for Section (Christian) - Marcella suggested transferring ownership of the Google Drive folders to the section’s gmail account to help aid continuity as steering committee members cycle on and off
	3. Follow-up on 2019 Joint Meeting? - **Action Item:** Outreach Subcommittee co-chairs will contact Dorothy (who facilitated discussion on appraisal tools) and perhaps some of the other discussion leaders to see if they’d be interested in putting together blog posts; Christian also volunteered to turn his paper into a blog post.