

**Acquisitions and Appraisal Section Steering Committee Meeting Minutes
February 7, 2019 at 10:00 AM Central
Conference Call**

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

Guest: Susan Malsbury, Vice Chair of Electronic Records Section

I. Motion to approve the minutes of the 12/4/2018 conference call meeting of the Steering Committee was made and seconded (Pat/Cliff), and passed unanimously with no further discussion.

II. Upcoming deadlines were reviewed by Marcella:

- A. Section annual meeting details due, March 1, 2019
- B. Special funding requests due, March 1, 2019
- C. Agenda items for Spring Council meeting, April 2019
- D. Section election call for nominations by May 15, 2019

III. Follow up on assignments

- A. Regarding the article for *Archival Outlook* on last year's joint section meeting presentation, Cliff got page proofs and the article is scheduled to run in the Mar/Apr issue.
- B. Regarding design and purchase of #appraisethis buttons, Christian focused on the records center box design. **Action Items:** Cliff mentioned a Hollingerman motorcycle man image from a t-shirt that he would share. Marcella offered to put a graphic design student onto the project. Christian will investigate local design/production options to facilitate the order/payment options available from SAA.

IV. Annual meeting planning

Electronic Records Section Vice Chair Susan Malsbury joined the call to discuss the Electronic Records Steering Committee [brainstorming document](#) with ideas and recommendations for holding a joint session at SAA2019. Susan reviewed the ideas on the document (page 1), and those and others were discussed. Pat mentioned her class doing electronic records appraisal with the Texas State Archives using Preservica. Camille Watson, recently interviewed for a blog post, was mentioned as a possible presenter on the North Carolina Mellon grant regarding ingesting emails. Other ideas included Geof Huth as a presenter, the ArchivesSpace Archivemata appraisal tab, and working with donors on appraising electronic records.

The group discussed possible format and length of the session, which could be 60 or 75 minutes or 2 hours. Panel discussion? Breakout sessions focused on gaps in knowledge and resources? Cliff mentioned possible lightning talks before breaking out into groups. Susan mentioned perhaps a presentation first, then break out. Marcella reminded the group to be sure to set aside 20 minutes for the two business meetings, which Cliff seconded because there was

not enough time at last year's joint session, and he thought 20 minutes should work. There was a general desire to have an ice breaker (and the need for prizes).

A two-hour session was thought preferable, with possible schedule to be:

10 minutes icebreaker

20 minutes business meetings

40 minutes talks

40 minutes break outs

10 minutes reporting back

Susan suggested that the Acquisitions & Appraisal Section Steering Committee members could review and add "pain points" to the brainstorming document before the next Electronic Records Section Steering Committee conference call on 2/21/2019. **Action Item:** Marcella and Christian will join that Electronic Records Section call.

V. Subcommittee reports and other projects

A. Outreach Subcommittee: Denise put up the welcome page on the microsite. Kira said there was a long list of some 200 names to get the welcome blast, and they are working on a content-strong email for the blast. They planned to use personal email for that, but to include the appraisalsaa@gmail.com account, too. To manage the long list, they could use the bcc method. Krista recommended that in future, they could mail merge to personalize the welcome emails. Kira reported that the blog has been updated and new content added.

The subcommittee had discussed Twitter chats moving forward, and are not doing chats but still considering viability of a Twitter conference. Katie mentioned that a webinar idea was raised in brainstorm discussions. Most discussion was about the value of building blog content. Christian mentioned that perhaps there could be a webinar developed as follow-up to the Section meeting at SAA2019. The committee remains open to the concept of a Twitter conference if someone really feels inspired. The Preservation Section did one that they said wasn't too difficult and had 600 posts and 270 users in a 3-4 hour slot scheduled for Preservation Week for which they did directed outreach, so mainly through personal contacts. The idea was raised to perhaps advocate for an "Appraisal Week" and related conference/webinar. **Action Item:** The subcommittee will discuss and report back with ideas.

B. Best Practices Subcommittee: Pat felt inspired by the discussion of mail merge for possible outreach to contributors to Zotero. Krista is still collecting content for collection development resources. Matt Black at SAA recommended that the SAA Connect platform could be used to host PDFs. Currently SAA Connect requires login. Krista will post a link to the Steering Committee to review this option.

C. Nominating Committee: Cliff asked about when the Nominating Committee process should begin. It was recommended to begin in April to have nominations by the SAA deadline of May 15. **Action Item:** Marcella will add potential nominee discussion for the next agenda.

The meeting adjourned at 11:03 AM.