

**Notes on Joint Acquisitions and Appraisal Section and Electronic Records Section
Annual Meeting
Electronic Records Section Steering Committee Conference Call
March 28, 2019**

Acquisitions and Appraisal Section vice chair Christian Kelleher joined the Electronic Records Section steering committee conference call for discussion of plans for the sections' joint annual meeting.

Main discussion points:

1. Collaborative Google docs and working groups to develop presentations for "Advocating for appraisal" and "Appraisal tools."
2. Need ideas for presenters in the "Group appraisal" panel discussion. Perhaps moderated by Jessica Farrell.
3. Making enough time for presentations by cutting down on the icebreaker and the introductions to breakouts.
4. How many breakouts to have, and who will lead them?

There was agreement of both sections on the four topics for the presentations. For the first two topics, "Advocating for appraisal" and "Appraisal tools," ERS vice chair Susan Marlsbury will set up Google docs for collaborations. We will ask the sections for volunteers and at the first meeting of the working groups will ask for a coordinator to take primary responsibility for the presentation, and for a presenter to deliver it at the meeting (could be the same person).

For the fourth presentation topic on "Group appraisal," there was concern about finding a community member to be present. Christian, who spent 12 years at UT in Austin, volunteered to help identify someone if he can.

There was concern about the time each presentation takes, and it was decided that we should have a moderator for larger group presentations. For the "Group appraisal" discussion, for example, the moderator should ask targeted questions, shared ahead of time, to keep the discussion on track. Perhaps ERS Section chair Jessica Farrell, whose idea "Group appraisal" was but who wasn't on the conference call, would moderate it? Pat could moderate her students' presentation.

Ice breaker discussion. Christian explained what the bingo ice breaker was last year. There was concern about the time needed for everything, especially if there are four presentations and breakouts. Perhaps time for the ice breaker could be reduced, and also the time for the introduction to the breakout sessions? Other ice breaker ideas were raised including "Rose and Thorn" where pairs or small groups shared good and bad appraisal stories, or "Triplets" to share a similar "thorny" story about appraisal.

Breakouts discussion. Discussion centered on having the four presentation topics continue as breakout session topics. Should we have presenters/panelists be part of the breakouts, too? Christian liked having the presenters continue their discussions as leaders of the breakouts, where questions could also be asked. How many breakouts? Could be flexible, since it is thought that many people might leave after the presentations, especially considering it is a long session. We could plan for two breakouts for each topic, and they could consolidate to one each if that's too many.