

SOCIETY OF AMERICAN ARCHIVISTS STUDENT CHAPTER

AT THE UNIVERSITY OF ALABAMA, SLIS

2020-21 ANNUAL REPORT

Prepared by

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2020-2021 Annual Report

The following Annual Report has been prepared by the University of Alabama Society of American Archivists Student Chapter (SAA-UA) to reflect the organization efforts for 2020. Of note, while the chapter was founded in 2013, its renovation by past officers has been on and off, resulting in the chapter being officially considered “inactive” by the UA prior to Fall 2020; thus, this report includes the steps taken for reestablishing the chapter. This report expands on the following activities and developments:

1. Officers, Members, and Advisor
2. Reinstating the SAA-UA chapter
3. Logo Redesign
4. Social Media Updates and Initiatives
5. Development of outreach projects for Spring 2021
6. Development of Digital Preservation Plan for the SAA-UA documentation
7. Student Chapter Poster submission for 2021 SAA ARCHIVES * RECORDS
8. Chapter Renewal for 2021-22 and Leadership Transition

Section 1 – Chapter Officers, Members, and Advisor

<i>Name</i>	<i>UA-SAA Role</i>
<i>Valeria Dávila Gronros</i>	President
<i>Rodney Lawley</i>	Vice President (Fall 2020)
<i>Emily Reynolds</i>	Vice President (Spring 2021)
	Secretary (Fall 2020)
<i>Cory Driscoll</i>	Treasurer
<i>Erin Brooks</i>	Social Media Coordinator
<i>Robert Riter</i>	Faculty Advisor
<i>Nicholas Wantsala</i>	Member
<i>Holly Grimes</i>	Member
<i>Hope Ketcham-Geeting</i>	Member
<i>Howard Lippton</i>	Member
<i>Elaine Brown</i>	Member

Section 2 – Reinstating the SAA-UA chapter

Starting in August 2020, significant efforts were made by the Chapter Officers to reinstate the SAA-UA at the University of Alabama (UA). As per the Student Involvement regulations, all new and returning organizations go through a “Provisional Status” month where the organization must achieve the following in order to be granted active status:

- Identify an advisor that is a full-time faculty and/or staff member; Successfully submit a *New Organization Registration Form* via mySOURCE;
 - This form also required attaching the following documents:
 - An official letter from the Society of American Archivists (SAA) approving the chapter;
 - The Chapter’s Constitution and Bylaws.
- Submit a combined *Hazing Policy Acknowledgement & Child Protection Form* signed by the President, Vice-President, and Advisor;

- Complete the *New Organization Workshop* (NOW) on Blackboard, plus an additional training (required for the President, Vice-President, and Treasurer);
- Establish and complete 50% of the submitted “Sustainability Goals”;
- Successfully recruit at least 10 official members to their organization roster;
- Meet with the New Organizations Director (required for the President);
- Successfully submit a *New Org Application for Active Status Form* via mySOURCE (after meeting all requirements during the “Provisional Status” first month);
- Attend SOURCE Officers Academy in August or January.

Timeline of events

On the 12/11/2020, the President completed and submitted via mySOURCE the *2020-2021 New Student Organization Registration Form*, as well as the *Hazing Policy Acknowledgement & Child Protection Form*, the latter signed by the President, Vice-President (Rodney Lawley at the time), and Advisor. The application was approved on 2/5/2021 by Mollie Tinney, thus initiating the chapter’s “Provisional Status” first month set to expire on March 30th.

Between the 2/5/2021 and 3/30/2021, the chapter accomplished 50% of the sustainability goals established in the *New Organization Registration Form*, and the President, Vice-President (Emily Reynolds, following the resignation of Rodney Lawley in January 2021), and Treasurer completed the required training (NOW plus and elective additional training). Once achieved the requirements, on 03/11/21 the President submitted the *2020-2021 New Org Application for Active Status Form* via mySOURCE, which was approved following the required meeting between the President and the New Organizations Director, Anika Ames, on 03/19/21. This way, the chapter gained official active status on 3/30/21.

Constitution Revision

When the chapter initiated its meetings in Fall 2020, the chapter's original Constitution was missing from the chapter's UA Box folder (the secured location where all the documents related to the chapter are saved for posterity). After reaching out to the past officers, the Advisor was able to locate the 2013 Constitution. This Constitution was revised and amended by officers, and adopted officially by the chapter in October 2020. In addition to this, officers organized the few, scattered documentation from previous years on a pre-2020 folder, and created a new folder for 2020-2021 where new documentation was consistently saved.

Officer Elections

After updating the Constitution, SAA-UA held elections for Chapter Officers in October 2020. Elections were according to processes outline in the newly approved Chapter Constitution.

Officers were elected as follows:

- President: Valeria Dávila Gronros
- Vice-President: Rodney Lawley
- Treasurer: VACANT
- Secretary: Emily Reynolds
- Outreach Coordinator: VACANT

In December 2020, we had several new members joining the chapter and elections were held for the Treasurer position. Elected for this position was Cory Driscoll. Elections were held once again in January 2021, following the resignation of Rodney Lawley to the Vice-Presidency. Elected for this position was Emily Reynolds. In Spring 2021, the officers were as follows:

- President: Valeria Dávila Gronros
- Vice-President: Emily Reynolds

- Treasurer: Cory Driscoll
- Secretary: Emily Reynolds
- Outreach Coordinator: Erin Brooks

Meetings & Protocols

The chapter started holding monthly meetings and preparing meeting minutes since its first official meeting in August 2020, and prior to having assigned officers, and continued this protocol after adopting the revised Constitution. Meeting dates were discussed and agreed upon via email, and once established, communicated to all members and the Advisor with at least seven days in advance, as per the Constitution. Agendas were prepared collaboratively by officers in a Google Doc and circulated to the membership and Advisor via email prior to meetings as well. Following each meeting, minutes were circulated to the membership and the Advisor via email and uploaded to the UA Box folder for posterity. Meeting minutes recorded meeting date, members attendance, items discussed, motions, actions, proposals, and votes.

FALL 2020

<i>Meeting day and month</i>	<i>Time</i>	<i>Location</i>	<i>Important events</i>
<i>August 27</i>	4-5 pm CT	Zoom	
<i>September 10</i>	4-5 pm CT	Zoom	
<i>October 2</i>	5-6 pm CT	Zoom	Elections President, VP, Secretary
<i>October 23</i>	5-6 pm CT	Zoom	Elections Outreach Coordinator
<i>November 20</i>	5-6 pm CT	Zoom	
<i>December 11</i>	5-6 pm CT	Zoom	Elections Treasurer

SPRING 2021

<i>Meeting day and month</i>	<i>Time</i>	<i>Location</i>	<i>Important events</i>
<i>January</i>	4-5 pm CT	Zoom	
<i>February</i>	4-5 pm CT	Zoom	
<i>March</i>	5-6 pm CT	Zoom	
<i>April</i>	5-6 pm CT	Zoom	Elections 2021-2022 President, VP, Treasurer

Section 3 – Logo Redesign

In light of the reinstating of the Chapter, SAA-UA created a new logo for the Chapter that reflects its updated status. The new logo combines the SAA National logo with the “A” from the University of Alabama’s logo:



Section 4 – Social Media Updates and Initiatives

Social Media Platforms

In Fall 2020, the chapter’s social media existing platforms (Facebook, Twitter, Instagram) were updated to ensure a cohesive presentation online. Previous logos were replaced by the new one; banner images were also replaced by a new one; and bios were rewritten. In addition to the existing accounts, the new developments in 2021-21 led to the creation of new accounts such as the WordPress website, YouTube channel, Anchor podcast platform, and LinkedIn profile.

Social media platform

<i>Facebook</i>	/ UASStudentSAA
<i>Twitter</i>	@UASStudentSAA
<i>Instagram</i>	@usaasc
<i>YouTube</i>	https://www.youtube.com/channel/UCYnuGcKP-8hnqlqwVc0fyQQ
<i>LinkedIn</i>	https://www.linkedin.com/company/saa-student-chapter-at-university-of-alabama/about/
<i>Website</i>	https://saualabama.wordpress.com/

#AskAnArchivist Day

On October 6, 2020, SAA-UA social media channels participated in #AskAnArchivist Day, where students were asked to share their questions for archival professionals. Graphics containing questions were shared on social media with the community using the hashtag #AskAnArchivist.

Archives Basics

In November 2020, SAA-UA social media began the new, reoccurring series “Archives Basics”. Each post in this series discussed one foundational element of archival studies per week on Tuesdays. The segment includes educational graphics and invites dialogue through posts published across all SAA-UA social media channels.

Section 5 – Development of outreach projects for Spring 2021

In November and December 2020, the Chapter brainstormed outreach projects for Spring 2021. Projects proposed and voted by the membership included a podcast, archiving instructional videos, and a website. For practicality and sustainability, the proposers of each initiative became the Project Managers for that initiative.

WordPress Website

This project was proposed and managed by Emily Reynolds. The website was produced on WordPress, and it features the following sections: Home, About, Podcast, Resources, and Contact.

Archiving Instructional Videos

This project was proposed and managed by Rodney Lawley. The intention for this project was to make a series of videos addressing diverse archival matters. The first video, was produced by Rodney in collaboration with members who provided feedback, as well as their voices for the voice over. The video was published on the newly created YouTube channel and shared with the

community through the chapter’s social media platforms. To date, the video has accumulated 47 views on YouTube. No more videos were produced for the series, therefore this project could be picked up and continued by future members.

Archives and Communities Podcast

This project was proposed and managed by Valeria Dávila Gronros. Community archiving was the proposed topic for the podcast; working around a central topic provided sense of direction and cohesivity. A production system was established where each interested chapter member hosts one episode of the podcast. The purpose of this system was that each member had an opportunity to learn new skills and expand their network. A calendar with community archiving initiatives in was collaboratively drafted and updated. Members interested in hosting an episode signed up on the said calendar. For consistency, a set of questions were established for members to ask their interviewees. Interviews were recorded via Zoom. In addition to the interview, hosts recorded a script with their add-ins, and podcast editors (Valeria Dávila Gronros and Nick Wantsala) took turns to edit the episodes. Episodes were shared with interviewees for approval. Once approved, the Project Manager published them Anchor and YouTube, and coordinated their promotion on SAA-UA social media accounts with the Outreach Coordinator.

The podcast launched officially on March 16, 2021 with the first episode hosted by Valeria Dávila. The second episode was posted April 20 and hosted by Emily Reynolds. At the moment of this writing, the third episode, hosted by Nick Wantsala, is in the works and to be posted mid-May, and the fourth episode, to be hosted by Erin Brooks, is currently in the making.

Host	Guest Speaker	Community Project	Posted	Anchor	YouTube
Valeria Dávila	Richard Chabran	Latino Digital Archive	03/16	43 plays	117 views
Emily Reynolds	Josh Buford	Invisible Histories Project	04/20	19 plays	26 views
Nick Wantsala	Lolita Rowe	Community Conversations	<i>Mid-May</i>	N/A	N/A
Erin Brooks	Jamie Ann Lee	Arizona Queer Archives	<i>Mid-June</i>	N/A	N/A

Section 6 – Development of Digital Preservation Plan for the SAA-UA documentation

In Spring 2021, Valeria Dávila Gronros and Hope Ketcham-Geeting developed a Digital Preservation Plan for better preserving the chapter’s documentation as part of their Final Project for the LS 590/923 Digital Preservation class. The plan, based on the National Digital Stewardship Alliance’s Levels of Digital Preservation, included an evaluation on the chapter’s current protocols and capabilities and next steps for improving preservation and security.

Functional Area	Current status	Recommendation
Storage	No complete copies. Only originals on a single stable storage platform (Box).	Copies in 3 locations: Box, Google Drive, Student Chapter President’s Personal computer.
Integrity	No fixity or checksums run. No virus checking or integrity information.	We will not implement fixity and checksum monitoring.
Control	President has owner access; the Faculty Advisor, Vice-President, Treasurer, Outreach Coordinator, and one general member, have editing access.	Remove access to Box when members leave the chapter or graduate. Adopt the following permissions: Faculty Advisor (Editor), Student Chapter President (Owner), Vice President (Editor), Treasurer (Editor), Secretary (Viewer Uploader). Other members (Viewer).
Metadata	No inventory or documentation of storage locations.	Create an inventory of all content and document storage locations.
Content	No complete list of file formats or content characteristics.	Create a list of file formats and/or essential content characteristics.

Recovery of chapter's documentation from 2014-15

In addition, since the Instructor for this class happened to be an UA alumni and former member of the SAA chapter, this final project facilitated the recovery of documentation from 2014-15. This documentation was promptly added to the Pre-2020 Box folder for preservation.

Section 7 – SAA Student Chapter Poster proposal submission for 2021 SAA Conference

In Spring 2021, VP Emily Reynolds submitted a proposal for a poster presentation at the SAA Conference. At the time of this writing, we are waiting for acceptance/rejection notification.

Section 8 — Chapter Renewal for 2021-22 and Leadership Transition

In preparation for leadership and membership transition, in March a survey was prepared by Emily Reynolds and sent out to students in SLIS with the assistance of Advisor Dr. Riter to get a sense of interest among current members and non-members to join and continue in the chapter in 2021-22. Students who manifested interest were contacted and invited to the April meeting, where they were introduced to the chapter works and the officer roles. Elections were held, and officers were elected as follows:

- President: Laura Daly
- Vice-President: Kandi Massey
- Treasurer: Kathy Brunot
- Secretary: VACANT
- Outreach Coordinator: VACANT

Having ensured the new leadership, outgoing President, Valeria Dávila, applied for renewal of the SAA-UA chapter for 2021-22 via mySource. The renewal was approved on 5/12/2021.