

**Society of American Archivists
Committee on Public Awareness
Conference Call 05/04/2020, 2:00pm–3:00pm ET**

Meeting Minutes

I. Roll Call
Present: Nick, Anna, Lynn, Vince, Rachael W, Kate, Chris, Rachel S, Sami, Teresa, and Sarah (COPP)

II. [April meeting minutes](#)
No discussion

III. Working Group updates

A. COPA microsite enhancements (Rachael W.)

1. [Microsite](#)

Rachael W reported that the link to the recent webinar “Deriving Value from Collections in the Time of Corona” has been added to the microsite.

Because there was high demand for access to the video and there is no SAA policy regarding where this type of content should be hosted, Rachael W. made the decision to make this available through a personal YouTube channel rather than an SAA channel.

Updating and organizing content on the microsite related to Ask an Archivist and American Archives Month will be discussed at a future meeting.

B. Media outreach/Press releases (Vince, Nick)

1. [COVID-19 press release outline](#)

Nick, Vince, and Kate have been working on COPA’s first press release which focuses on how archivists are responding to COVID-19.

Nick would like to get the final draft to Teresa by this Wednesday (May 6). COPA members are asked to review the press release and provide comments by this date.

Vince volunteered to make final tweaks/edits to the draft before Wednesday; noted that we should move quickly to get something out.

Teresa will make further edits as needed before sending the press release out.

C. Inaugural SAA speakers cohort (Nick)

1. [Nominee list](#)

Nick, Vince, and Rachel S will be meeting in early June to narrow down nominees to a final list. COPA members can continue adding nominee suggestions.

Nick noted that there is uncertainty about what shape this project will take due to COVID-19; hopes this will move forward in some way later this year or early next year.

IV. Activities at Archives*Records 2020

There is uncertainty about how the Annual Meeting will be handled due to COVID-19. Teresa reported that this has been discussed by Council. Members will be notified within the next 24 hours with updates regarding the annual meeting. COPA will discuss the annual meeting at next month's meeting when we hope to have more information.

A. Storytelling Workshop + Event (Chris)

Chris reported that everything is up in the air at this point until we know more about the direction of the annual meeting; It may be possible to convert this activity into a virtual form.

B. COPA business meeting

Nick, Vince, and others reported that, if the annual meeting is held in person, they will likely no longer be able to attend due to budgetary constraints and other issues caused by COVID-19.

Vince inquired about how committee transitions and other items that normally take place during the annual meeting will be handled.

Nick suggested that we wait on further discussions until we hear more about the plan for the annual meeting. Some activities COPA was planning may not translate to a virtual environment, but this could present other opportunities.

The annual meeting will be discussed at the June COPA meeting.

V. *ArchivesAWARE!* Blog (Rachel S.)

A. [Calendar](#)

Rachel S reported that we have posts scheduled through May and into the beginning of June. If COPA members are soliciting posts, let contributors know that we are currently planning for approximately 4-6 weeks out.

Nick thanked Rachael W for her frequent contributions to the blog.

VI. COPA-sponsored webinars (All)

A. Ideas for future webinars?

Nick opened this topic up for discussion from the group; noted that Rachael W's recent successful webinar set the foundation for future work in this area.

Rachel S suggested conducting a survey to see what member's needs are and to avoid duplicating what other groups (like RBMS) are doing.

Nick agreed that a survey would be a good idea.

Chris discussed expanding the webinar idea to thinking about other ways we can meet the needs of members who may be working from home; We should consider things that COPA is already doing and how we can present it in new ways.

Nick agreed that there is blog content that could be re-purposed; we could follow up on projects covered on the blog and get updates about new developments.

Rachael W suggested that we conduct the survey mentioned by Rachel S and use it as a way to both generate ideas for content and solicit volunteers to lead the webinars.

Rachael W volunteered to design the survey; this will be specifically tied to COPA, but we will forward ideas we receive that are relevant to other groups. Rachael will use Google Forms to design the survey and plans to work on this next week.

Chris volunteered to look through blog for content to get ideas about how this can be repurposed/which contributors we can follow up with for updates.

VII. Follow-up regarding 2020-21 early career member (Nick)

Nick reminded the group that COPA submitted a request for an early career member for next fiscal year. We are waiting to hear more about this from Felicia who will forward list of those who expressed interest in COPA.

Nick asked Lynn, as the current early career member, to share her experience/comments/insights for the group as we go through the selection and onboarding process for next career members.

Lynn said she wished she would have known more about the group and ongoing projects early on, felt lost on the first few calls. Lynn and Nick began talking after meetings and this was helpful in making Lynn feel more comfortable contributing. Lynn said that overall this was a positive experience and would be a good opportunity for other early career members.

Vince agreed that a more thorough onboarding and orientation process would be helpful.

Nick mentioned that he and Lynn had an initial orientation call, but there was too much information covered and an improved onboarding process should be developed.

VIII. Other COPA business (All, if applicable)

No discussion

IX. Standing Updates

A. Joint Working Groups

1. CoSA/NAGARA/SAA (Nancy or Nick)

Nick reported on the most recent meeting. There was discussion around funding for Humanities organizations during the pandemic and concerns related to continued funding for NHPRC/NARA due to COVID-19-related financial pressures. A Call to Action may need to be developed.

Sarah added that governance for this group was also discussed at the meeting.

Nick reported on the governance discussion: the group is thinking about how it can be more sustainably structured to avoid challenges caused by the regular turnover of liaisons; at the beginning of each fiscal year, time is spent just getting everyone caught up and it is difficult to maintain momentum on projects. No action was taken but this discussion will continue.

2. COPP/COPA/RAAC/I&A (Vince)

Vince reported on this call which took place last week.

I&A is continuing with outreach efforts through social media and frequent blog posts; a steering committee member resigned due to change in career; they were planning to organize their section meeting at the annual meeting around designing for labor equity, but this is on hold due to uncertainty about the meeting- they may pursue this idea in a virtual format.

COPP is re-evaluating their work plan due to COVID-19; continuing to work on judicial records brief project; continuing to send questions to presidential field.

Vince reported on COPA's updates including recent blog posts, "Why Do You Love Being an Archivist?" member stories project, updates on micro site improvements, COVID-19 press release, speakers nominee list, webinar, and submitting nominees to fill vacancies on COPA.

RAAC will be holding elections and there will be a new advocacy chair joining calls beginning in the fall, their COVID-19 outreach effort has had low participation.

Potential collaborations were discussed such as networking opportunities for those unable to attend the annual meeting due to cancellation or other factors. The need for changes to the onboarding/transition process without an annual meeting were also discussed.

[View minutes from this call.](#)

3. Council (Nancy or Brenda)

Nancy and Brenda were not on the call.

Teresa reminded COPA that within 24 hours we will have news regarding the annual meeting. Council has an upcoming virtual meeting scheduled and the agenda has been made available.

4. COPP (Sarah)

Sarah said all COPP updates were covered by Vince.

B. Updates

Vince began a brief discussion regarding how COVID-19 is impacting our digitization/digital access priorities at our institutions.

Meeting adjourned at 3:05 pm EST.

Next call: Monday, June 1st, 2 PM EST