

2021-2022 SAA Diversity Committee Running Meeting Minutes

Monthly meeting dates list:

[Friday, September 10, 2021](#)

[Wednesday, October 13, 2021](#)

Wednesday, November 10, 2021 (canceled)

[Wednesday, December 8, 2021](#)

Wednesday, January 12, 2022 (canceled)

[Wednesday, February 9, 2022](#)

[Wednesday, March 9, 2022](#)

[Wednesday, April 13, 2022](#)

[Wednesday, May 11, 2022](#)

[Wednesday, June 8, 2022](#)

Wednesday, July 13, 2022

Wednesday, July 13, 2022

11amET/10amCT/9amMT/8am PT

You must register for this meeting as it is the Diversity Committee Annual Business Meeting

Event Listing:

<https://connect.archivists.org/events/event-description?CalendarEventKey=b8292b42-3adf-4d31-a49c-2c93c8a0c2fb&Home=%2fhigherlogic%2fccadmin%2fadmin%2fevents%2fanagecalendarevents.aspx>

Agenda

Present:

Erin Baucom

Steve Fisher

Kristen Chinery

Ashley Senske

Alexis Recto

Brittany Newberry

Carla Alvarez

Diana Marsh

Michelle Pollock

Sue Ann Lau
Zachary Tumlin
Matthew Richardson

Introductions of new members

- Judy Tyrus and Mariah Isbell

Thank members rolling off

Council Update

Finalize Diversity Forum

- Courtney Chartier is available and willing to present. Erin Lawrimore is unavailable.
- Forum is 75 minutes. Courtney will present, followed up by breakouts with pre-determined questions.
- Kristen will coordinate in-person breakouts, Erin will do one of the virtual breakouts with additional volunteers needed.

Standards Committee Update (Kristen)

- Kristen attended the Standards Committee Meeting on June 9 to represent the Diversity Committee. Discussion: Standards Committee wants to ensure DEIA is considered when evaluating proposals for new standards, and that applicants are also considering DEIA during their process of putting together a proposal.
- We brainstormed ideas about how our two committees could collaborate on this, especially as it relates to the DEIA work plan and the strategic plan. Will continue discussions after the Annual Meeting.

Liaison Updates

- Membership (Brittany): Focus group type meeting on July 15 - <https://connect.archivists.org/events/event-description?CalendarEventKey=c1f3d634-6881-4b4b-8373-5ec93f12158c&Home=%2fhigherlogic%2focapi%2fadmin%2fevents%2fmanageCalendarEvents%2fGetEventsForCalendar>. Career services will take place virtually and will be free in August. There will not be a physical career service center at the Annual Meeting.
- Native American Archives Section (Diana): Meeting today - <https://www2.archivists.org/groups/native-american-archives-section/free-online-webinar-july-13-canada-s-reconciliation-framework>. Waiting for update on status of Repatriation Committee. Section meeting is August 9. Working on a new course proposal.

Discuss Committee Priorities for FY2023 based on SAA DEIA Work Plan

- Strategic Plan:
<https://www2.archivists.org/sites/all/files/0522-III-B-StratPlanDashboard.pdf>
- Work Plan:
https://www2.archivists.org/sites/all/files/SAA-DEIA-WorkPlan_AsApproved111021.pdf

- Comments from Teresa: Items within the Work Plan of *particular* interest to me and that I would like to help to see move forward: 1.2; 1.4; 1.5; anything under Strategy 4. I'm quite interested in SAA addressing issues surrounding contingent labor and think we could partner with sister organizations (regionals, DLF, etc.) to strategically address this issue. I'm also quite interested in introducing students to the profession and ensuring that their entry into the profession is made easier via programs such as Mosaic. That said, I think we need to interrogate such programs to ensure they are actually meeting the needs of the recipients. I also think I could contribute to the conversations surrounding the numerous points under Strategy 4 all of which we are currently working to address (in some way) within my institution. All of the above said, I'm happy to do whatever work is needed to contribute to any of the goals identified in the Work Plan.
- Zachary: ADS is most interested in handling [Strategic Plan](#) items 1.3.B (webcasts on "*Protocols and Guidelines for Accessibility*"), 2.1.F (contingent labor and pathways to a secure career), 2.3.B/3.1.C (ensuring physical and digital spaces are accessible), and 4.3.C (training and education on navigating workplace culture). 2.1.F and 4.3.C are opportunities to collaborate with Diversity and other Sections, with the latter marked for FY22. However, only the former appears in the Work Plan as item 1.2.
 - In the spirit of 2.4.E and 3.3.C, we need to be seeing ex officio members more often. Some Sections had very little/no representation last year at our meetings.
 - There is recent movement around 1.1.A with what we have seen in Canada and the recently approved Archival Repatriation Committee.
 - DEI audit guidance fits with 3.1.G.
 - 4.1.B would be so new in archives but not elsewhere—ERGs are common in other fields.
 - 4.3.E reminds me—when will A*CENSUS 2 data be ready?
 - 4.4.B reminds me of the Archival Leadership Institute—do we know if it will be continuing?
- Membership Committee will be focusing on 3.1.D.
- NAAS training work fits into multiple categories on Strategic and Work Plans. Diversity Committee could help identify which sections could collaborate/offer input.
- Alexis: Most interested in Goal 2.4 in Strategic Plan (particularly 2.4.E)/DEIA Work Plan 4.2.
 - I'm currently on the board of a Filipinx community org as an archival advisor, so perhaps that's a good place for me to start as far as building relationships with community archives.
 - I feel I'd be most successful with as much direction and guidance as I can receive.
- Kristen: Collaboration with Standards Committee would fall under Goal 3.1.A of the Strategic Plan. I would like to pursue that.

Wednesday, June 8, 2022

11am ET/10am CT/ 9am MT/8am PT

<https://us06web.zoom.us/j/87662315196>

Meeting link/info:

You can also dial in using your phone.

US: +1 301 715 8592, +1 312 626 6799, +1 646 558 8656, +1 253 215 8782, +1 346 248 7799, +1 720 707 2699

Meeting ID: 876-623-15196

Notetaker: Tammi Kim

Present

Tammi Kim, Kristen Chinery, Erin Baucom, Eric Hung, Teresa Mora, Brittany Newberry, Alexis Recto, Courtney Chartier, Jessica Chapel, Zachary Tumlin, Diana Marsh

Agenda

Announcements

- Tammi will be stepping down as Chair of this committee at the end of the month

Quick update on NAAS proposal (Tammi)

- Council is in the process of recommending approval of a new task force (Task Force on Membership Funding and Diverse Archives Workers) that will be responsible for developing programs like the NAAS proposal and reviewing existing programs and scholarships. A call for volunteers will go out later in the fall. Members might be appointed, actually, based on expertise.
- The work of the task force is to examine what has already been done and expand it. Good news is that SAA has a line item budget to support this - especially for awards and scholarships. Looking at creating a cohort of archives workers to develop a supportive network.
- An announcement for this task force will be coming out soon

Council update - Priorities (Courtney)

- Incorporating the DEIA Workplan into the Strategic Plan has meant that we have been a little slower with implementing the Strategic Plan
- Budget was just passed to reflect the changes in the Strategic Plan - we are coming up on the end of the previous Strategic Plan
- SAA staff have also seen some turnover and have had to refill positions
- Education related actions are the main priorities to fulfill

- Diversity Committee listed as a possible contributor to the Workplan (anything highlighted in the Workplan is a priority - these are a result of the Diversity Committee's report and feedback from SAA members)
 - There are some parts of the Strategic Plan that we can't start yet
 - Some verbiage in the plan is also broad (see 3.3.C FY 22 as an example)
- Courtney challenges the Diversity Committee to review and decide what action items we want to lead - some of this work will be providing recommendations to Council
- Opportunity for this group to really review the Strategic Plan see what we are interested and offer recommendations and take lead or have an ex officio member from Diversity Committee to collaborate with other groups mentioned in the Strategic Plan - think of it as members of this committee acting as Project Managers to lead efforts
- July business meeting will be for setting priorities for FY 23 - Erin encourages everyone to review the Strategic Plan and come with our priorities on what we want to work on

DEIA Audit (Courtney)

- Courtney will be participating in the Diversity Forum
- Courtney was the Head of Research Services at Emory during a time when the Rose Library was undergoing a major renovation - this brought up a lot of questions about physical accessibility, the laws, what is inclusive
 - Focus on increasing physical accessibility to archival materials and also visual cues - how do our spaces make patrons and staff feel?
 - Created audit guidelines to keep on top of making the reading room as welcoming as possible - meant to be an iterative process that is conducted and reviewed on a regular basis
- Diversity Forum - present before the Forum a link to the Audit Guidelines Courtney developed at Rose with 4 talking points so even folks who do not attend the Diversity Forum can participate asynchronously
 - Can we invite a person who also used the Rose Library's guidelines to also provide their perspective (Erin Lawrimore at UNC-Greensboro)
 - So far about 75% of the registrants will be attending in-person, but we will plan for a hybrid/virtual Forum
 - Everything that will be done in-person will be recorded and made available later
 - Kristen will be attending the conference in-person and can coordinate and oversee the in-person discussion

Standards Committee update (Kristen)

- Standards Committee has scheduled a discussion for the Diversity Committee at the beginning of their meeting tomorrow - no specifics, but may want to use the space to brainstorm ideas for collaborations, see what we want the Standards Committee to prioritize
- Can we ask them to think about the field of Standards generally speaking - the meeting of Standards does not always work for community archives

Liaison updates

- Membership Committee - the Career Center is usually conducted in-person but will not be done in-person at SAA annual this year – it will be conducted virtually for the whole month that will be open to members and non-members

Action Items

- Review Strategic Plan and DEIA workplan to see what we are passionate/interested in pursuing and bring those ideas to the July business meeting
- Erin to confirm participation with Courtney and Erin Lawrimore

Wednesday, May 11, 2022

11am ET/10am CT/ 9am MT/8am PT

Meeting link/info:

You can join this meeting from your computer, tablet, or smartphone.

<https://us06web.zoom.us/j/89256974221>

One tap mobile:

+1 646 558 8656,,89256974221#

+1 301 715 8592,,89256974221#

You can also dial in using your phone.

US: +1 646 558 8656, +1 301 715 8592, +1 312 626 6799, +1 720 707 2699, +1 253 215 8782, +1 346 248 7799

Meeting ID: 892-569-74221

Find your local number: <https://us06web.zoom.us/u/kcoaVrfw6B>

Notetaker: Teresa Mora

Present

Tammi Kim, Kristen Chinery, Erin Baucom, Eric Hung, Sue Ann Lau, Zachary Tumlin, Ace Sassaman, Brittany Newberry, Selena Ortega-Chiolero, Diana Marsh, Ida Jones, Teresa Mora

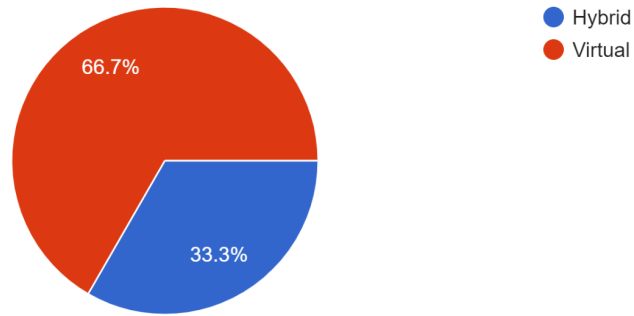
Agenda

1. Debrief of meeting with ADS and Tonia Sutherland:
 - a. Strategic Plan has been adopted, but implementation has not been formalized yet.
 - b. We are working on coming up with some next steps and reaching out to Tonia to ask for her/Council's expectations, our expectations and capacity for the work that needs to be done (see item on Diversity Forum).

- i. Possibility of focusing on access to public spaces; building on/ collecting existing guidelines.
- 2. Results of Diversity Forum poll:
 - a. Based on the results, it looks like we are going to plan for a virtual meeting with pre-recorded presentations. Tammi and Erin will communicate decision to SAA for planning purposes.

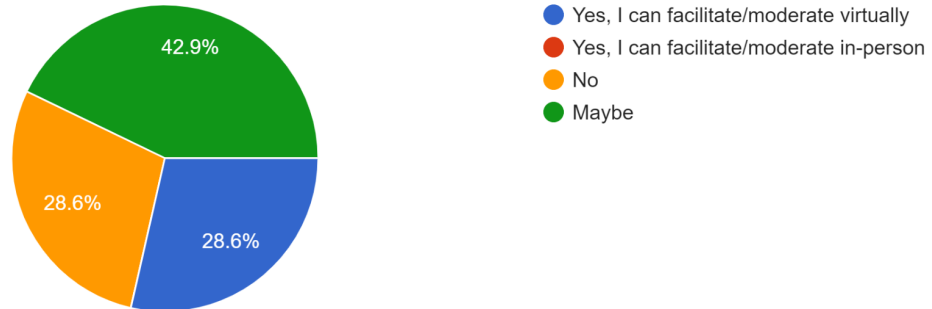
Which format do you prefer for the Diversity Forum?

6 responses



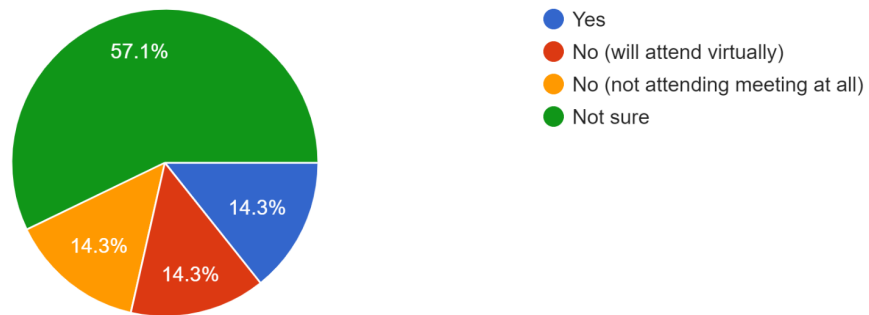
If you are attending SAA annual, can you help facilitate/moderate breakout discussions for the Diversity Forum?

7 responses



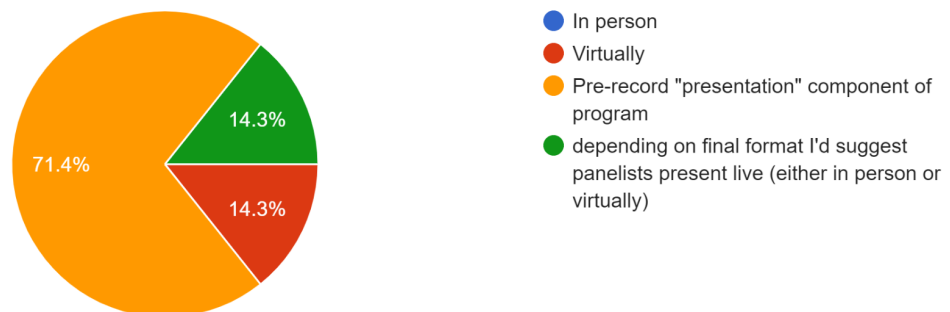
Do you plan on attending SAA annual in-person this year?

7 responses



Regardless of the format of the Forum, should invited panelists present virtually, in-person, or pre-recorded their sessions?

7 responses



3. Diversity Forum planning doc: [2022 DEIA Audit Guidelines/Diversity Forum Planning](#)
 - a. What sounds doable? Focus Diversity Forum on collecting feedback on creating guidance on inclusive reference/reading room practices? What are we presenting and soliciting feedback on? Guidelines? A toolkit?
 - i. Need to orient attendees to the DEIA Work Plan and Strategic Plan in order to frame the discussion. Prepare a slide deck or document that disseminates the pertinent documents and outlines the goals where the Diversity Committee is tagged.
 - ii. Use the forum as an opportunity to gather input from attendees to guide our future work on this issue.
 - iii. Would we want to collect feedback via a shared Google doc? Yes. Potentially assess other tools: Zoom whiteboard, Jamboard. Google doc for those unable to attend forum. More interactive tool (Jamboard) for live breakout sessions. Allows for anonymous feedback. Committee will need to develop prompts. Felicia can advise on what tool might make the most sense.
 - b. Who are we asking to be a presenter? What does the presentation portion of the program look like?
 - i. Invite Council member to open conversation/provide orientation: Courtney would be a great choice given her work at Emory (which she could also talk about).
 - ii. Facilitator: Erin can commit to taking on this role.
 - iii. Break Room moderators: ask Committee members and Council members to volunteer.
 - c. What prep work do we need to do?
 - i. Description to Felicia asap- ACTION Tammi will finalize draft by end of day. Committee members to review draft description in [planning doc](#) by end of the week.
 - ii. Set agenda.
 - iii. Determine tool(s) to be used to collect feedback.
 - d. We also set up a Slack space to make it a little easier to facilitate conversation between various SAA groups and Council ([Slack channel](#)).
 - i. Concern that this might be one more thing to learn; perhaps unnecessary.
 - ii. [Limitations of free version of Slack](#).
4. Sharing info about recent request from the Standards Committee:
 - a. Standards Committee has been holding discussions on whether the Diversity Committee should have a role in consulting with standards that are under revision, and if so, at what point in the process that should take place.
 - b. They are planning their business meeting (July 21st, 12-1:30pm ET) around a series of presentations that help talk about the process of proposing or revising a standard: what do people responsible for the revision need to know, who else they should talk to, what the process is like, etc.

- i. Interested to see if any representatives from the Diversity Committee would like to give a short presentation (~5-7 minutes) about the work the committee does and how it might relate to standards creation and revision.
 - c. Would anyone like to volunteer to attend the SAA Standards Committee meeting in May or June and report back to the Diversity Committee on what they are thinking - May 12th at 12pm EST/9am PST, June 9th at 12pm EST/9am PST.
 - i. Kristen Chinery can attend the meeting on June 9.
 - ii. ACTION: Tammi will share request out via the email list, assumes multiple representatives could attend.
 - iii. Based on report back can address item 4b at a later date.
- 5. Liaison updates
 - a. Membership Cte (Brittany): planning for annual meeting; creating proposal to present to SAA staff to recognize mentors and career counselors for their time and effort; meeting in June w/ Diversity Cte and NAAS re: joint proposal.
 - b. NAAS (Diana): joint proposal; met w/ taskforce that produced new report on Reconciliation Framework, will host an event to introduce it; working with education to look at offering workshop on implementation of protocols; [working on statement on Repatriation](#) including establishing a committee on the topic. Might be helpful to have Diversity Cte representation in some of these conversations but haven't discussed specifically. Tammi suggested anything the group wants feedback on could be shared directly via email list.
 - c. Disability (Zachary): book on the topic of disability and archives in the works.
- 6. Next steps/Action items:
 - a. Finalize [description](#) of Diversity Forum and send to Felicia Owens.

Wednesday, April 13, 2022

11am ET/10am CT/ 9am MT/8am PT

Meeting link/info:

<https://us06web.zoom.us/j/89206037272>

You can also dial in using your phone.

US: +1 646 558 8656, +1 301 715 8592, +1 312 626 6799, +1 720 707 2699, +1 253 215 8782, +1 346 248 7799

Meeting ID: 892-060-37272

Notetaker: Zachary Tumlin

Present

1. Tammi Kim
2. Zachary Tumlin

3. Erin Baucom
4. Ida Jones
5. Diana Marsh
6. Ace Sassaman
7. Kristen Chinery
8. Brittany Newberry
9. Sue Ann Lau
10. Alexis Recto
11. Jessica Chapel
12. Eric Hung

Agenda

1. Confirming that our SAA Annual business meeting is scheduled for **Wednesday, July 13th at 11AM EST/8AM PST**.
2. Council updates.
3. Scheduling and planning Diversity Forum:
 - a. Scheduled for **Saturday, August 27th at 11AM EST**.
 - b. Two options for format:
 - i. Hybrid (in-person with livestream option):
 1. Panelists will participate in Forum in-person.
 2. May be able to facilitate virtual breakout rooms.
 3. May be able to enlist Program Committee member to help us with logistics.
 4. Do not know seating of physical space (rows of chairs vs. tables with chairs); could a ballroom be set up with both (maybe even divided into two rooms) or could we request a certain configuration?
 5. Room would be reserved regardless of choice (place for people to watch together on-site).
 6. Danger of two separate conversations (in-person group and virtual group); importance of audio over video capability to prevent this.
 7. [Meeting Owl](#) (especially useful in smaller spaces).
 8. How many attendees will still be around on Saturday (plus focus on Eastern time zone)?
 9. Importance of encouraging SAA to gain experience with hybrid conference presenting and attendance, regardless of our decision.
 10. Pre-recorded component with live Q&A—something that we have seen over the last two years.
 - ii. Virtual only.
 - c. To do:
 - i. Find 3-4 (?) volunteers from Diversity Committee and ADS to help organize and facilitate Forum; Erin has already offered to help out with Forum virtually.

- ii. Poll to find out who will be attending in-person and who will be attending virtually. Tammi Kim
 - iii. Send Felicia Owens brief description of Forum by early May (SAA is hoping to launch online schedule at this time). Tammi Kim
erin.baucom@mso.umt.edu
- 4. Reminder for those who are interested: upcoming ADS Steering Committee meeting on **Thursday, April 21st 4PM ET/1PM PT** to discuss DEIA audit guidelines and meet Council liaison Tonia Sutherland.
 - a. Post Zoom link on Connect.
 - b. Importance of collaborating with other Diversity liaison groups besides ADS.
 - c. Diversity needs to take lead on this initiative.
- 5. Liaison group updates:
 - a. Membership
 - b. AAC?
 - c. ADS
 - d. DSGS?
 - e. LACCHA?
 - f. NAAS:
 - i. [Canadation Reconciliation Framework for archives.](#)
 - ii. Send proposal to Council liaison. Tammi Kim

Wednesday, March 9, 2022

11am ET/10am CT/ 9am MT/8am PT

Meeting link/info:

<https://us06web.zoom.us/j/89206037272>

You can also dial in using your phone.

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Meeting ID: 892-060-37272

Notetaker: Erin Baucom

Present

Tammi Kim
Erin Baucom
Alexis Recto
Jessica Chapel
Alison Clemens
Sue Ann Lau
Teresa Mora

Zachary Tumlin
Jackie Price Osafo
Meg Tuomala
Eric Hung
Ace Sassaman
Brittany Newberry

Agenda

- SAA Council update on DEIA work plan (Meg/Jackie)
 - As a background - the co-chairs were asked to attend a Council meeting recently - SAA has in their budget ~\$40,000 to spend on DEIA related initiatives by the end of the fiscal year. Erin attended the meeting and brought up the NAAS proposal and suggested that funds should go directly towards members and/or consultants.
 - Council proposal to develop a program to offer complimentary membership for 3-5 years. Cohort members would be assigned to a group within SAA (similar to the Early Career model) and provided funds for training.
 - The work plan was approved November 2021, the Executive Council have been trying to “tune-up” the DEIA Work Plan with the Strategic Plan. Focusing specifically on budget implications to the Strategic Plan that come from the DEIA Work Plan. Will vote on a final version of the Strategic Plan soon.
 - Council Meeting on February 22nd discussed the DEIA priorities and Council members were informed of a shift in DEIA priority from education to direct help for SAA members.
 - Consultant will be hired this fiscal year to audit SAA Education offerings with a DEIA lens. Next fiscal year there will be a heavier focus on direct help to members using the NAAS program as a model. The Council wants to develop a full, sustainable program before allocating funding. The group that will create this program has not yet been formed.
 - Tammi mentioned an [ACRL effort](#) that might provide a roadmap for program development.
 - Leaders from NAAS discussed repatriation and purposeful deaccessioning with a focus on tribal records. A small group of Council members is working on a statement from SAA on repatriation and purposeful deaccessioning. Are working on a standard (based on the Protocols) that membership can use for reappraisal, repatriation and deaccessioning of Native American materials.
- Besides the DEIA audit guidelines, what else should the Diversity Committee be prioritizing?
 - Council is identifying who should be involved in the specific activities defined in the DEIA work plan outline and Council Liaisons will communicate those decisions to their component groups. The Council will also communicate which groups should be working with the “in charge” component group.

- Planning will occur this fiscal year (ending July 31, 2022) for many of these activities. Moving from planning to activities will mostly start in FY2023 (which starts August 1, 2022). The Council is aware that the timeline will need to flex as activities are assigned to component groups and true scale of work is then determined.
- The plan is not quite finished so Council is not ready for execution of the plan quite yet. Council would truly like for the Diversity Committee to examine the plan, in depth, and then provide guidance on what/if anything, needs to change to make the plan realistic in terms of SAA membership ability to accomplish the goals with the proposed timeline and budget allocation.
- Meg requested that a member from the Diversity Committee look through SAA's proposed statement on repatriation and purposeful deaccessioning of Native American materials before it is released.
- NAAS Proposal update (Tammi)
 - We have continued to flesh out our proposal for Council and have talked about including Accessibility and Disability Section to also join - at this point we want to share the proposal with our Council representatives to get their feedback ([☰ Diversity/Membership/NAAS collaborations doc](#))
 - Lydia Tang has made some edits to this proposal with a focus on specific language/numbers that strengthen the proposal.
 - The next step is to share the proposal with the Council Liaisons associated with Diversity, Membership, NAAS and Accessibility and Disability before formalizing the language of the proposal for a Council agenda item.
 - NAAS would like to emphasize that Indigenous Archivists need a dedicated, sustainable pool of funding for Indigenous Archivists and that these Archivists should be involved in policy making in SAA. The reciprocal aspect of this funding would be that those that receive funding be part of committees and sections in leadership positions.
 - Brittany Newberry suggested that part of the Membership Proposal include specific travel awards for other identity groups, like Indigenous Archivists, ADA archivists, LGBTQ+ archivists, like there is for BIPOC archivists.
 - Zachary Tumlin brought up the limitations of the MOSAIC scholarship and wondered if Council would be willing to extend this. Erin Baucom discussed that the Council meeting brought up Foundation involvement but Council members and Erin pushed back that the funding for any of these DEIA initiatives come from the SAA budget specifically so it remains within SAA control instead of Foundation control.
 - Tammi welcomed all of the Committee members to comment on the document (linked above) before it is sent to council.
 - Eric Hung mentioned that NAAS leadership plans on meeting next on Friday, March 28 - have draft proposal done by then to share with NAAS
 - Regarding DEIA Audit Guidelines - nothing for us to work on right now, but we will hopefully have more of an idea of next steps after A&DS meets with Tonia on April 21st

- FYI (ICYMI): all SAA section and committee business meetings will be virtual at the annual meeting this year.

Action Items:

- ~~Tammi will send out Zoom info for April 21st Zoom call with A&DS and Tonia Sutherland – discussion will be largely about A&DS initiatives which will also include the DEIA Audit Guidelines project~~
- ~~Tammi will share meeting notes with Tonia, Meg, and Jackie~~
- Tammi will send out link to NAAS proposal again - please comment and edit by March 17th – we will then share with NAAS and then send out to our Council Liaisons (Derek Mosely, Tonia Sutherland, Dominique Luster)
 - ~~Reach out to NAAS proposal group to relay information and suggested dates~~

Wednesday, February 9, 2022

11am ET/10am CT/ 9am MT/8am PT

Meeting link/info:

<https://us06web.zoom.us/j/84839790004>

You can also dial in using your phone.

US: +1 646 558 8656, +1 301 715 8592, +1 312 626 6799, +1 720 707 2699, +1 253 215 8782,
+1 346 248 7799

Meeting ID: 848-397-90004

Notetaker: Alexis Recto

Present

Tammi Kim
Erin Baucom
Alexis Recto
Jessica Chapel
Kristen Chinery
Alison Clemens
Cesar Gallegos
Ida Jones
Sue Ann Lau
Teresa Mora
Zachary Tumlin

Agenda

- Icebreaker - how are you feeling today based on the [blob tree?](#)

- SAA Council update
- Liaison group updates
- Strategic Plan forum feedback session update:
 - Tammi attended and her notes from the session can be found [here](#).
- DEIA Audit guidelines brainstorm (Jessica Chapel)

This is our main agenda item for today. [SAA's strategic plan dashboard for FY2023-25](#) identifies the Diversity Committee as a major partner in several of the goals.

[FY2023-2025 SAA Strategic Plan Dashboard Feedback](#) outlines the specific goals where the Diversity Committee is identified and also lists the related task from the DEIA work plan.
- Action items:
 - At our next meeting we will be hearing from Meg Tuomala from the Council DEIA work plan working group - she will be giving us an update on where Council is at in the work plan and how the Diversity Committee fits in.

Minutes

- Approving December 2021 meeting minutes
- SAA Council updates
 - None since last Committee meeting, but will be discussing Strategic Plan updates later in this meeting
- Liaison member updates
 - Alison Clemens / Membership Committee:
 - Will be on leave in April
 - While on leave, Brittany Newberry will take over responsibilities as chair in Alison's absence
 - Tammi and others meeting on Feb 18 @ 3pm EST with members of NAS to discuss proposal for recruitment and retention
 - Anyone is welcome to join and contribute
 - Jessica Chapel / A&D Section:
 - Short update on big project re: guidelines for Accessibility Revisions working group
 - Putting together a nominating committee to oversee the working group member process
 - Assessing applications
 - Will hopefully have the working group ready to go by June
- [FY 2023-2025 SAA Strategic Plan Dashboard](#)
 - Tammi attended the Strategic Plan feedback session and took notes on the above shared Google Doc
 - Lots of questions about the "how"
 - The "how" will come later; primarily wanted feedback on the "what"
 - Assured that there will be greater direction and communication after primary players for each goal have been identified

- DEIA Audit Guidelines – Brainstorm session with Jessica Chapel
 - Currently in the first round of the iterative process
 - May be helpful to engage in this conversation in a meeting between Diversity Committee and A&D Section
 - Jessica will check with Tonia Sutherland on scheduling a joint meeting between the Diversity Committee and A&D Section
 - March 17 or April 21 at 3 or 4pm EST
 - For consideration:
 - Consider developing a toolkit or gathering resources
 - We should avoid reinventing anything that has already been done or being redundant
 - How much of this work can be appropriately taken on by SAA Committee members vs. by outside professionals/consultants?
 - Will we receive funding or budgetary resources?
 - We should not expect voluntary labor for this amount of work
 - Projected timeline?
 - How sustainable is it to maintain these guidelines?
 - Guidelines should always be improved upon rather than be a one-and-done project
 - Should this be revisited every few years? If so, how often?
 - How do you keep it going?
 - What are Council's expectations?
 - Should avoid overcommitting to a project that perhaps doesn't need to be that expansive or can be done iteratively to be expansive
 - Should the initiative be broken down and specific responsibilities designated to working groups?
 - Should we structure subcommittees within the Diversity Committee going forward once we receive guidance and expectations from Council?
 - Would be helpful to have a sense of which group owns which initiative or which of them should be left with outside professionals
 - If being asked to develop a type of archival best practices, its development will largely also depend on where one works and should take state and federal laws into consideration
 - Adds another layer of complexity
 - Offering the Diversity Forum at the 2022 Annual Meeting as a space to gather more ideas
 - Since the Diversity Forum is typically open to anyone and not just conference attendees, this can ensure a broad as possible audience
 - After receiving guidelines and priorities from the Council, the Diversity Committee will propose to form subcommittees and timelines
 - Council will reach out to specific groups and work with them on the “how”

- Primary agenda item for next month's meeting is a discussion with Meg Tuomala from the Council DEIA work plan working group to determine priorities
 - Will invite the addition of any other agenda items closer to the next meeting
- Action Items:
 - Diversity Committee members are welcome to add other questions re: the DEIA guidelines to these meeting minutes
 - Questions and ideas will be shared with Tonia/A&D Committee and the Council at their upcoming meetings

MEETING ADJOURNED AT 8:54 AM

NEXT MEETING SCHEDULED ON **WEDNESDAY, MARCH 9, 2022**

Wednesday, December 8, 2021

11am ET/10am CT/ 9am MT/8am PT

Meeting link/info:

<https://us06web.zoom.us/j/89504429165>

US: +1 301 715 8592, +1 312 626 6799, +1 646 558 8656, +1 253 215 8782, +1 346 248 7799,
+1 720 707 2699

Meeting ID: 842-269-38336

Notetaker: Teresa Mora

Present

Erin Baucom
 Kristen Chinery
 Alison Clemens
 Ida Jones
 Tammi Kim
 Sue-Ann Lau
 Teresa Mora
 Selena Ortega-Chiolero
 Alexis Recto
 Ace Sassaman
 Zachary Tumlin

Agenda

- Introduction of new member: Sue Ann Lau
- Approval of [October meeting minutes](#)
 - No comments/edits
- Council update: provided via email by Tonia
 - **At its November 2021 virtual meeting, the SAA Council:**

- Approved the SAA Work Plan on Diversity, Equity, Inclusion, and Accessibility, as drafted by the Council Working Group on DEIA, to incorporate DEIA and cultural competency priorities across the organization. (III.A.)
 - Held a strategic planning session to review, revise, and consider new activities for the Strategic Plan 2023-2025, with a focus on the Strategic Plan Dashboard and incorporating activities from the new DEIA Work Plan. **The Council will next seek to connect with current SAA leaders and members refine the new draft plan and dashboard. (IV.A.)**
 - Approved a proposal to create the Crisis Collecting Assistance Team program to provide remote guidance on documenting crisis to archivists and allied professionals within the United States. The Crisis, Disaster, and Tragedy Response Working Group plans to launch the program in early 2022. (III.B.)
 - Assigned second-year Council members to review the SAA Constitution and Bylaws regarding consider removing the requirement for an all-member referendum on dues changes as well as consolidating the Constitution and Bylaws into one cohesive document.
 - Approved revisions to the Digital Archive Specialist (DAS) certificate requirements to allow those pursuing the certificate to take a minimum of two *synchronous* courses, either virtually or in-person, to meet all requirements. (II.C.)
 - Reviewed annual reports from appointed groups, section steering committees, and staff. Members are encouraged to read these reports, as they contain a great deal of information about SAA's activities and functions. (VI.A.-VI.S.)
- **Diversity/Membership/NAAS Proposal** **[please feel free to edit and comment in this document]** (looking for 1-2 volunteers) (Diana/Selena)
 - Background information:
 - SAA NAAS Council Proposal for Tribal Archivist Membership (2020) and
 - NAAS DEIA Feedback
 - Selena introduced the proposal, noting that it is meant to build off of the 2020 pilot to support tribal archivists. Interest in fleshing out to be more reflective of BIPOC archival workers in hopes of increasing BIPOC participation in SAA in a sustainable way.
 - Specifically geared to support BIPOC archival workers who are already out there and simply don't have access to resources to support professional development (specifically involvement in SAA).
 - Looking for 1-2 volunteers to work to develop a formal proposal to present to Council in conjunction w/ Membership and NAAS members.
 - Alison suggested a single SAA group take ownership of the proposal. Consensus that Diversity Committee would make sense.
 - Timeline: no hard deadline, could be a longer project to think through and develop thoughtfully over time. Would like to have volunteers in place in the **new year**.

- Membership Committee subcommittee support [Subcommittee Descriptions for Diversity Committee](#) (Alison/Brittany)
 - Membership has been thinking about how to increase communication/ partnership with the Diversity Committee and has come up with this proposed structure based on existing work/ structure of Membership.
 - Timeline to voice interest: Alison will check in and follow up re: Career Development Subcommittee as they have the most pressing deadline (January)
 - If you're interested in serving on one of the subcommittees or would like additional information please email [Alison](#) or Brittany directly.
- Discussion about project idea to develop guidelines for DEIA audits (if time permits). See Emory University DEIA audit example [DEIA_Audit_Example.docx](#) (Tammi/ Zach)
 - Zachary introduced the idea noting that the Accessibility & Disability section has been asked to develop audit guidelines around accessibility in archival repositories. The section thought this might be a good opportunity for collaboration with Diversity Committee and that guidelines could be developed for a broader DEIA audit.
 - Concept: doesn't have to be particularly formal, really just looking to develop a written resource. Zach is currently taking the lead on authoring an *Archival Outlook* article on accessibility that could inform a larger project.
 - Tammi will follow up with Jessica Chapel (A&D chair) to further brainstorm how to move this forward as a collaborative venture.
 - Please reach out to Tammi if this is something you'd like to participate in.

Wednesday, October 13, 2021

11am ET/10am CT/ 9am MT/8am PT

Meeting link/info:

[Join Webex Personal Room meeting](#)

ID: 807486749

(US) +1 415-655-0001 (toll)

Access code: 807 486 749

(US) +1 702-895-4000 (toll)

Access code: 807 486 749

Notetaker: Kristen Chinery

Present

Erin Baucom

Jessica Chapel

Kristen Chinery

Cesar Gallegos

Eric Hung
Ida Jones
Tammi Kim
Brittany Newberry
Selena Ortega-Chiolero
Ace Sassaman
Zachary Tumlin

Agenda

- [Approval of September meeting minutes](#)
 - No comments/edits
- Ice breaker: what is the strangest/interesting thing you've found in an archives?
- Event announcement: Accessibility & Disability Section/Diversity Committee event to celebrate [National Disability Employment Awareness Month](#) on October 27, 2021 at 4:00 PM ET / 1:00 PM PT [[registration page link](#)]
 - Zachary Tumlin is moderating the event. Panelists still being finalized. Will be a Google form to submit comments anonymously. Goal is to produce a publication.
 - Need 2 people from Diversity Committee to volunteer to assist with facilitating (watching chat, sharing links, Zoom control). Contact Jessica Chapel directly to volunteer, jnchapel@gmail.com.
 - The event is open to everyone, not just SAA members.
- Council updates
 - No updates.
 - Tammi attended the DEI work plan session. Once feedback is finalized, we will hear about next steps (by end of year).
- What actionable item would you like to see the committee pursue this year? What are you passionate about?
 - [Overview of potential agenda items/projects](#)
 - **Please feel free to add your ideas directly to the agenda!**
 - Archives Awareness Month planning.
 - Add indigenous voices to trainings/webinars and provide support for new career professionals.
 - Verify that SAA requires salary information for job postings.
 - Mental health and well-being support – resources and funding.
 - Mentorship and career development for emerging professionals.
 - American Archivist editorial board seeking proposals for special sections (4-8 articles on one specific issue). The special section articles will be part of the regular American Archivist issues.
- Housekeeping notes:
 - Tammi has scheduled monthly meetings using SAA's Zoom account starting in November and running through June 2022. She will work on adding members to the calendar invites. We are flexible to also cancel meetings if there is not much business to discuss during certain months.

- Please feel free to contact Tammi anytime (tammi.kim@unlv.edu)
- Still looking for a volunteer to update microsite.

Friday, September 10, 2021

4pm ET/ 3pm CT / 2pm MT / 1pm PT

Zoom link: <https://us06web.zoom.us/j/86361650695>

Notetaker: Erin Baucom

Present

Tammi Kim
Erin Baucom
Alexis Recto
Jacki Price Osafo
Cesar Gallegos
Teresa Mora
Kristen Chinery
Diana E. Marsh
Jessica Chapel
Alison Clemens
Zachary Tumlin

Agenda

- Welcome to new members (Ida Jones, Zachary Tumlin, and Ace Sassaman), introductions, and icebreaker
 - [Roster](#)
 - Icebreaker: What is your preferred morning beverage?
- Housekeeping rules for meetings:
 - We will rotate note takers based on the roster
 - New position this year! Secretary/webmaster that will be responsible for updating Diversity Committee microsite with meeting minutes, reports, and any news items
 - Scheduling regular meetings (is this a good day/time of the week for a monthly meeting?)
 - Tammi will send out a Doodle poll to find a regular monthly meeting time.
- Council updates (Tonia)
 - [SAA Work Plan on Diversity, Equity, Inclusion and Accessibility \(DEIA\)](#)
 - [PDF](#), [Word](#), [Excel](#)
 - Submit comments via [survey](#) or email (saahq@archivists.org) by Friday, Sep 24, 2021
 - Virtual open forum will be held on either Friday September 24 starting at 2:10 pm (Central Time)
- SAA updates (Jackie)

- About 2100 showed up for the Annual Meeting
- Please provide feedback on the Strategic Plan and the SAA Work Plan on DEIA
- Feel free to contact Jackie directly at jpriceosafo@archivists.org
- Liaison group updates:
 - Archivists and Archives of Color (no update/liaison present)
 - Accessibility and Disability
 - The big project for this upcoming year is an update to the guidelines for people with disabilities in archives
 - Diverse Sexuality and Gender (no update/liaison present)
 - Latin American and Caribbean Heritage (no update/liaison present)
 - Membership
 - Has a subcommittee structure includes: mentoring (supports the one-to-one year long program and are piloting a peer cohort six month long program), navigator (annual meeting), key contact program (matching regionally/geographically based contacts with new members - working on a key contact orientation), development (traditionally coordinated the career center during the annual meeting but are moving to a continual model that allows for online appointments year round with career counselors
<https://www2.archivists.org/groups/career-services-commons>)
 - Launched the Membership Blog which discusses different committees and representation in SAA, highlights the mentoring subcommittee, and career journeys
 - Native American Archives Section
 - Continue to run their case studies series, just wrapped up a five part webinar series, they are creating a toolkit for implementing the protocols for Native American Materials
 - Main focus this year is to provide Native Facing/Tribal Archives programming and training
- Brainstorming for the coming year
 - [Results from business meeting Jamboard activity](#)
(<https://drive.google.com/file/d/1uJ0wR223lY3X7zvmvQ8LP0K2QbotAMep/view?usp=sharing>)
 - [SAA Strategic Plan](#) and [Strategic Plan Actions and Timelines](#)
 - Collaborations with other sections/committees
 - Diana Marsh/NAAS - In a lot of community archives settings there is a need for practical training. Would like to brainstorm on how sections and committees can work together to create and provide this training. The low hanging fruit is webinars with an expert guest speaker doing a live how-to with Q&A from participants. Record the live version and provide it as a free webinar in perpetuity.
 - Would like to see programs for people that are doing a lot of DEIA work that are experiencing fatigue but still want to move forward with the work and the conversations.

- Would like to generate resources that can be shared beyond SAA members and membership.
- Diversity Forum
 - Tie back in with DEIA workplan, think creatively!