

Thursday, February 11, 2021 @ 12pm PST, 1pm MST, 2pm CST, 3pm EST

Zoom link: (in email-- contact kelly.wooten@duke.edu if you need it)

Agenda:

Notetaker: Tammi Kim (Notetaking will rotate alphabetically by the names on the [roster](#).)

Icebreaker: What's the weather like today where you are (responses not recorded)?

Topics:

- Approve minutes-Tammi (thanks, Cesar!) - minutes approved
- Microsite review- recruit a team to review & update the Diversity Committee page(s) <https://www2.archivists.org/groups/diversity-committee>
 - We are looking for 2-3 volunteers to form a subgroup to review the current microsite and make recommendations for adding and updating content. This is a discrete task the committee can take on this year in addition to the Black Lives and Archives (BLA) report.
 - There are several areas to update, looking at the microsite there seems to be a gap in documentation regarding meeting minutes (gap between 2015 to 2020).
 - Diversity Committee should not be the only place where diversity information lives on the SAA site.
 - A lot of the feedback from the BLA listening session asked for more transparency and easier access to information from SAA. Updating the Diversity Committee microsite can contribute to fulfilling this need.
 - Brenda asks if we want to point to diversity information in addition to cleaning up and reorganizing the microsite. Kelly thinks that the subgroup could make that recommendation (creating a diversity related information portal). Some of the recommendations from the BLA conversations were things like a diversity toolkit. We can also potentially link to external documentation like the guide for repairing harmful descriptions.
 - Brenda volunteers for this subgroup, Erin has experience working with Drupal and also volunteers. Tammi and Kelly will work with Brenda and Erin to review the microsite and meet outside of the regular committee meeting.
 - Kelly also suggests that we can even involve people outside of the Diversity Committee - can we recruit volunteers from the Membership Committee since they are doing so much outreach and creating and updating content?
 - We don't have a hard deadline for this, but it would be ideal to have an updated website before the annual meeting.
- [Black Lives & Archives Report](#) status: all members may comment through Weds, 2/16; Kelly, Tammi & Teresa will finalize to submit to Council by 2/19; Ricky will be responsible for guiding discussion in the March meeting of Council
 - Kelly spoke with Ricky and he gave some suggestions for how to structure the content. Kelly still needs to complete formatting.
 - We need to strengthen our recommendation - what are we specifically asking for?
 - Everyone is welcome to add comments by Tuesday, February 16, we have a hard deadline of February 16 to submit the report to Council. Everyone please

take another look and make comments on areas where we can strengthen our language and make the recommendations more direct.

- Make comments in the report on what you think are the most important parts (your top 3). Kelly thinks that Recruitment and Retention is actually our number one priority and should move to the top of the list. Think about phrasing recommendations as "SAA will do..."
- If there are any recommendations that you find questionable, please speak up now or make comments in the report.
- Tammi suggests maybe we can slim down the report to specifically what we are asking for that SAA doesn't do? There is value in having people read the full summaries linked to in the Appendix.
- Teresa suggests that we can emphasize in the summary that we know that SAA does some of this work, but this is what your membership is asking for.
- Committee appointment update - Kelly and Tammi reviewed appointments for the next cohort and we submitted recommendations. Courtney Chartier, President Elect of SAA makes final decisions. We will hear about confirmed appointments in the late spring/early summer.
- Updates from Council
 - [Minutes highlights](#) from 1/13/21 include: Approved guidelines for a diversity statement that will be required of all those seeking elected positions as well as the appointed positions of American Archivist Editor, Publications Editor, and Executive Director.
- Updates from Membership - no major updates, career advisors have been selected for the first group of Career Counselors - this program will go live soon.
- Updates from any other constituent groups? No updates.
 - Other reports/news/celebrations?
 - Next meeting: Thursday, March 11, same time

Action Items:

- All - review the Council report and make comments by February 16th. Kelly, Teresa, and Tammi will touch base on finalizing the report.
- Kelly and Tammi will touch base with Brenda and Erin on the microsite

Next meeting notetaker will be Brenda.

Meeting adjourned.