

**Accessioning, Acquisitions, & Appraisal Section Steering Committee Meeting
1/19/2022 2:30pm eastern**

To join the meeting:

<https://princeton.zoom.us/my/triplea?pwd=RU1NNFA2dWRHTzZxZWxkVkdEb3g4dz09>

Passcode: 222359

Present: Alexis, Sarah, Meaghan, Rose, Tamar

I. Approval of minutes

Rose moved, Alexis seconded. Approved unanimously.

II. Update on standing rules and name change

The update to the microsite was scheduled to take place by the end of 2021. Sarah spoke with Felicia Owens and that change is now scheduled to be propagated by the end of January 2022. Sarah suggested that if the updates are not made by then, the Steering Committee might send out an update anyway to the Section. We will need to update Facebook and Twitter ourselves when the microsite is updated.

III. Subcommittee reports

a. Best practices subcommittee

Meaghan reported on the second working group meeting. They are still working on establishing a consensus on definitions. The subgroup leadership meets monthly; their focus has been on high-level outlining and defining the audiences. Their next meeting is Friday, Jan 21.

b. Best Practices subcommittee

The subcommittee shared a [planning document](#) which showcases 1) the results of the survey distributed to Section members in late 2021 and 2) an in-progress calendar of potential blog content and Third Thursday topics for the balance of 2022. Tamar asked whether earlier planning documents exist elsewhere besides the shared drive. Alexis indicated that that is unlikely.

Subcommittee members will reach out to respondents who indicated interest in writing a blog post and/or facilitating a Third Thursday chat. Rose asked if anyone on the steering committee wanted to contribute to a blog post about the name change. Meaghan said she could repurpose earlier content that she and Rosemary prepared, which would contextualize how the name change arose and evolved out of their original request for a dedicated section about accessioning. Sarah will draft a response about the name change for the Section's other social media platforms about the name change which will

link to Meaghan's output. Rose asked if February was a realistic deadline to disseminate this; the group concurred.

New steering committee members (Rose, Rosemary, Tamar) have contributed to a brief blog post intended to introduce them to the Section and to share what draws them to the topics of accessioning, acquisitions, and appraisal. The blog post will be posted soon.

IV. Shared Gmail account

This question emerged when new steering committee members were preparing blog posts to introduce themselves to the Section—these posts solicit feedback from Section members, but there is confusion about which email address(es) to publicly post. There is a shared generic Gmail account for the Section, but it is not clear what the credentials are, who holds the key to the 2-factor authentication, and who holds responsibility for regularly checking that account.

In the past, an incoming member of the outreach subcommittee would use their personal account. Rose raised the question about institutional knowledge becoming lost if steering committee officers use their personal accounts and none of the information is subsequently transferred to the shared drive. Also in that scenario, if a member leaves before their term is up, they might continue to receive Section correspondence in their personal account. We need a solution which respects boundaries.

Sarah found a credentials document in the shared drive: we have to test out whether the password listed there for the Gmail account is valid.

Rose pointed out that Gmail accounts now require 2-step verification, which still relies on an individual's personal account. Sarah said that it may be connected to the account of Christian Kelleher, Immediate Past Chair.

Alexis suggested that the Section Vice-President be the contact for 2-step verification for the generic Gmail account, as that position has the longest tenure, and will also be responsible for regularly checking the account. This will become part of the responsibilities of that position.

The participants agreed to do a trial run with this approach. Steering committee members will approach other SAA sections to ask how they navigate this. Rose will also ask contacts at NEA.

Sarah will add this topic to the agenda for the next meeting, to solicit input from additional committee members.

V. Other updates

No other updates.

VI. Next meeting

Sarah will send out a Doodle poll for a March 2022 meeting.