

**Accessioning, Acquisitions & Appraisal Section Steering Committee Meeting  
Thursday, December 1, 2022, 1-1:45 p.m. [EST]**

Zoom link: <https://yale.zoom.us/j/97966504657?pwd=L3NmR1Y3eFlsU1dzclhLWXE5bGxXQT09>  
Password: 073301

**Present:** Rosemary, Lexy, Rose Oliveira, Sarah, Meg, Meaghan, Tamar

**Absent:** Joyce Gabiola (Council liaison),

**Notetaker:** Meg

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- I. Welcome
  - A. Assign notetaker - Meg
  
- II. Approval of minutes
  - A. Meeting from [October](#)
    1. Rosemary and Sarah moved to approve, seconded by Tamar
  
- III. Planning for 2022-2023
  - A. General idea brainstorming as needed -- [Doc is here](#)
    1. Collaboration ideas for annual meeting
      - a) Times for section meetings have not been announced, suspect June or July will have that info.
      - b) Do we want to do a similar format to last year or change things up? (business first and then speakers)
        - (1) Electronic records section approached us last year and went with the first people who said yes. Maybe reach out to them this year/do so soonish?
          - (a) Can't recall if they had specific plans/what the conversation was, but it may have been more generalized "let's do the thing!")
          - (2) Will we have an update on best practices subcommittee by then? More accessioning jobs have been opening up lately, so it may be good timing.
            - (a) May should yield something, so this could be especially a good choice
            - (b) Comms team will be formed at the Summit in May and will likely be charged with a presentation for SAA.
          - (3) Use of university archives in accessioning? College archives?
          - (4) Let's finalize this plan by next check in and then begin planning in full.
      2. Thursday themes and events

- a) Ultimately we need to figure out the direction we want to do and the people we want to reach out to and then plan around that.
- b) We held two last year - April and July
  - (1) Rebrand for Quarterly? Gives us flexibility for timing and balancing things out
  - (2) Might be easier to do it this way, rotates through different topics well.
  - (3) Third Thursdays have historically had good engagement. Best ways to share and bring folks in - how to do so?
- c) Minn. Historical isn't available due to staff change over.
- d) Interests
  - (1) Social media
  - (2) Need to return to the Blog
    - (a) Reach out to Description and ask what their time commitment is?
  - (3) Session reports for Third Thursday events?

~~B. [SAA Foundation Grant](#) application open~~

IV. Subcommittee business

A. Outreach subcommittee

- 1. Confirming assignments – possibly Rose O., Tamar, Meg Rinn (for this year?)
  - a) Given that Best Practices is well entrenched, it is a lot easier for new folks to rotate onto outreach!
  - b) Wait for the current Best Practices folks to hit the downslope/wrapping up point and then move on to new ones in order to ensure new people can come in with new ideas and not overburden folks.
  - c) Use programming to invigorate membership and THEN dip back into best practices.
  - d) Use programming to hit on specific parts of the section. Make space for future conversations as well.
- 2. Discussion of bandwidth and possibilities
  - a) Scheduling preliminarily for 3rd Thursdays (or whatever we are rebranding it.)

B. Best Practices subcommittee (Meaghan)

- 1. Summit
  - a) We were awarded the IMLS grant that we applied for. It is funding a Summit that will be held in Providence RI May 1-5 2023
  - b) At the moment today was the deadline for the 5 subgroups to submit their outlines for feedback from the full working group
  - c) Next major deadline is to have first drafts by March 1, 2023

- d) Primary outcome of Summit will be a frankendraft of the full best practices that can then be revised in the next six to nine months and then submit.
- e) The Summit Queen is Meaghan, Jordan from Brown will be co-chair and is managing local arrangements and then will step back after the summit
- f) First Summit subgroup meeting happened Tuesday, Nov. 29th
- g) Full working group meeting in January
- h) Website will be happening soon! It will be independently run/managed through Wordpress. We'll be needing to link to the site through the SAA section page.

V. Next meetings [*there is flexibility for meeting more frequently if need be; subcommittee meetings may be more frequent.*]

- A. Wednesday, January 25, 3-3:45 p.m. [EST]
  - 1. Think about getting momentum for Thursdays, blog things, etc. but like, in the new year. Never mind December.
- B. Wednesday, March 22, 3-3:45 p.m. [EDT]
- C. Wednesday, May 24, 3-3:45 p.m. [EDT]
- D. Wednesday, July 26, 3-3:45 p.m. [EDT] --> *this will most likely be preempted by our official section meeting for SAA*