

Accessioning, Acquisitions & Appraisal Section Steering Committee Meeting

Thursday, December 1, 2022, 1-1:45 p.m. [EST]

Zoom link: <https://yale.zoom.us/j/95862546990?pwd=a3lTN2EyV2doMGlCYWpNWnNMeGVDUT09>

Password: 073301

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

Absent: Tamar, Joyce

Notetaker: Lexy

- I. Welcome
 - A. Assign notetaker - Lexy
- II. Approval of minutes
 - A. Meeting from [December](#)
 1. Move to approve. Sarah moved. Rose seconded.
- III. Planning for 2022-2023 [**Carried over notes from past meeting to build out**]
 - 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.
 - (1) Last year Felicia sent out emails in February. Scheduled in April.
 - (2) Reached out to us in March about accessioning digital materials. We weren't the first to respond. Said to please reach out in 2023. We should contact them no later than March 1 because that should align with when we know meetings will be
 - (3) Should we reach out now? (Meg). Agreed by committee members. Perhaps also partnering with them on appraisal.
 - (4) Rose. Perhaps also reaching out to Archival Management section if ERS doesn't work out.
 - (5) Rosemary will reach out to ERS about a joint section meeting.
 - b) Do we want to do a similar format to last year or change things up? (business first and then speakers)
 - (1) Yes to the idea of a short business meeting and then speakers.
 - (2) Will we have an update on the 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.
 - (1) Frequency. Should we do March, May, July: 1 standards, 1 mixer, 1 management?
 - (2) **March 16th.** Virtual mixer. Availability: Rose Available; Meaghan Available, Meg available, Lexy available; Sarah available
 - (3) **May 18th.** Minnesota Historical Society deaccessioning? Availability: Meaghan Available (except 11-12) - suggest Best Practices; Rose Not available, Meg available, Lexy available; Sarah not available
 - (4) **July 20.** Management? Availability: Rose Available, Meg available; Meaghan available; Sarah available if before 2pm (MT); Lexy unsure (depends on RBS application)
 - (5) **NB:** RKJD has therapy on Thursday nights so won't be available for these events in general.
 - b) We held two last year - April and July
 - (1) Rebrand for Quarterly? Gives us flexibility for timing and balancing things out
 - (a) Kick down the road. Rebrand and rethink for the next year to make quarterly?
 - (b) Rebrand name to make it not seem like it is more frequent than it is
 - (2)
 - c) Leave blog considerations for later

IV. Subcommittee business

- A. Outreach subcommittee
- B. Best Practices subcommittee (Meaghan)
 - 1. Outline review. Outlines submitted & getting reviewed for feedback. This will conclude end of January
 - 2. Writing started 12/1. First drafts are due March 1
 - 3. Planning summit May 1-5. Where draft will be put together.

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

- A. Wednesday, March 22, 3-3:45 p.m. [EDT]
- B. Wednesday, May 24, 3-3:45 p.m. [EDT]
- C. Wednesday, July 26, 3-3:45 p.m. [EDT] --> *this will most likely be preempted by our official section meeting for SAA*

VI. Carry over/queue up for next time → **Wednesday, March 22, 3-3:45 p.m. [EDT]**

- A. Blog content/social media
- B. Thursday events
 - 1. Content, structure, logistics for upcoming events
 - a) Response from Aaron Ramirez? [RKJD emailed on 1/26]
 - 2. Recap of March Thursday event
- C. Update on SAA section meeting
 - 1. Response from ER? [RKJD emailed on 1/26]
 - 2.