

**Accessioning, Acquisitions and Appraisal Section Steering Committee Meeting**  
**[date and time]**

**To join the meeting: [link]**

- I. Welcome and approval of minutes [link to previous meeting minutes] (<5 mins)
- II. Upcoming deadlines and events (~5 mins)
  - A. [pull from SAA calendar]
- III. Follow up on assignments (~5 mins)
  - A. [from previous meetings]
- IV. [other business?]
- V. Subcommittee reports and other projects
  - A. Website updates
  - B. Outreach subcommittee
    1. Last Triple A Talk
    2. Attendance peaked at 131 people
    3. 1 hour, 15 minutes - increasing the time was really helpful.
  - C. Best practices subcommittee
    1. FINAL DRAFT COMPLETE. Getting ready to submit to Standards in the next week or so
    2. Almost ready for public consumption
    3. Symposium is maxed out

Meetup at SAA?

- VI. Next meeting (2 mins)