

**Accessioning, Acquisitions and Appraisal Section Steering Committee Meeting  
September 11, 2024, 3pm-4pm EST**

**To join the meeting:** <https://unc.zoom.us/j/95426796700>

**In attendance:** Dawne Lucas, Jordan Jancosek, Bo Doub, Gina Rappaport, Yasmin Dasouki

**Regrets:** Lexy deGraffenried, Sara Ludewig, Joyce Gabiola

**Notetaker:** Dawne Lucas

- I. Welcome and introductions (<5 mins)
  - A. Is everyone getting committee emails from SAA Connect?
    1. Jordan is not getting them. Dawne will contact Hannah Stryker.
- II. Upcoming events (~5 mins)
  - A. No scheduled events
  - B. Schedule February Triple A Talk
    1. Crowdsourcing tools and ideas for accessioning (Bo can organize).  
Decided against November 7 since that's the week of the election. Bo scheduled October 30 at 1:00.
- III. Subcommittees
  - A. Outreach subcommittee (Bo, Gina, Sara?)
    1. 2023-2024: 3 Triple A Talks
      - a) Each person in charge of one Triple A talk.
      - b) Sara is tentatively appointed to this subcommittee, but Dawne will ensure that she's okay with this.
      - c) October 30: Crowdsourcing tools and ideas for accessioning (Bo can organize)
      - d) February: Donor relations: Gina
      - e) May: Appraisal?
  - B. Best practices subcommittee (Jordan, Yasmin)
    1. Dawne is *ex officio* member of Technical Subcommittee on Guidelines for Reappraisal and Deaccessioning (TS-GRD)
    2. National Accessioning Best Practices:
      - a) Submitted to Standards, will hear back in November.
      - b) Hosted an all-day symposium at SAA. Will try to replicate annually or bi-annually.
      - c) Jordan is on the education sub-committee. Taking a break right now and will regroup in a few weeks.
      - d) This section will be responsible for updating/maintaining the standards.
- IV. Brainstorming 2024-2025:
  - A. Triple A Talks

1. Crowdsourcing tools and ideas for accessioning (Bo)
2. Donor relations (Gina)
3. Appraisal?

B. Section Microsite Updates

1. <https://www2.archivists.org/groups/accessioning-acquisitions-appraisal-section>
2. Create page similar to this one for tools and resources for accessioning?: <https://www2.archivists.org/groups/encoded-archival-standards-section/recommended-tools-and-resources> (relates to October Triple A talk)
3. Link to National Accessioning Best Practices standards once it's been approved by standards.
4. Link to Guidelines for Reappraisal and Deaccessioning (TS-GRD)
5. You can edit the section website if logged into account and have the correct permissions set up. Might require emailing Hannah Stryker.
6. Should we have an Instagram account? People have left Twitter and Facebook.

C. Best Practices

1. This section will be responsible for updating/maintaining the standards.

V. 2023-2024 Meeting schedule & next meeting (2 mins)

- A. Meet every other month, Wednesday at 3:00.
- B. Dawne will ensure that Sara can meet at this time.

VI. Social media

- A. Should we have an Instagram account? People have left Twitter and Facebook.
  1. Not sure we would want to use Snapchat or TikTok

VII. Action Items:

1. October 30 Triple A Talk (Bo):
  - a. Schedule (done)
  - b. Send draft of description to the committee before sending to section members
2. Website (Dawne and Yasmin):
  - a. Dawne will put together a list of pages to review
  - b. Dawne and Yasmin will put together a plan
3. Contact Sara and Hannah (Dawne)
4. February Triple A talk about donor relations (Gina)
5. Investigate Instagram (Jordan)
  - a. Is there anything we need to do through SAA to get this going?
6. Schedule future meetings (Dawne)

VIII. Adjourn at 3:54 p.m.