

Accessioning, Acquisitions and Appraisal Section Steering Committee Meeting

Wednesday, January 8, 2025

3:00-4:00 p.m. EST

To join the meeting: <https://unc.zoom.us/j/98585333495>

Attendance: Dawne Lucas, Bo Doub, Sara Ludewig, Gina Rappaport

Absent: Joyce Gabiola, Jordan Jancosek, Lexy, Yasmin

- I. Welcome and approval of minutes
https://docs.google.com/document/d/1dx3RwX27amQbdYJG_iQ64nv95eRchgGY/edit?usp=sharing&oid=103390344560193296727&rtpof=true&sd=true] (<5 mins)
- II. Upcoming deadlines and events (~5 mins)
 - A. February Triple A Talk (February 19 at 1:00 p.m.)
- III. Follow up on assignments (~5 mins)
 - A. February Triple A talk (Gina)
 1. Gina sent out a first message in December
 2. Will send out a second message in January, and another in February
 3. Meeting with speakers later this month
 - B. Social media presence (Jordan & Dawne)
 1. Passwords document updated on Google Drive
 2. Do we want to continue to maintain X and Facebook accounts?
 - a) Someone needs to take over as Facebook admin from Aaron Ramirez.
 - (1) Bo can be the admin for the short-term.
 - b) Steering committee members in attendance did not think continuing to maintain these accounts was a good use of time.
 - C. Website updates (Dawne & Yasmin)
 1. Internal links have been fixed. Internal links broke when the section name changed.
 2. Yasmin is working on updating broken external links (such as on abandoned property page).
 3. Recent meeting minutes need to be uploaded.
- IV. Subcommittee reports and other projects
 - A. Best practices subcommittee
 1. Accessioning Best Practices update (Jordan & Dawne)
 - a) Initial AA&A/NBPAAWG Handoff Meeting took place on December 16. Next meeting will take place on January 23.
 - b) Need to determine email address for NBPAAWG to transfer ownership of Google Drive documents and GitBook/GitBook accounts.

- (1) Can use appraisalsaa@gmail.com
- c) Best Practices Subcommittee will be responsible for maintenance?
 - (1) Jordan is the point person for right now.
 - (2) Review Maintenance Plan:
 - https://docs.google.com/document/d/1QkhnsOmJgduGqfZvef5wBjRRej7PN6b6SbDF9_YeK4M/edit?usp=sharing
- d) Section bylaws should be revised to explicitly include the maintenance of the Accessioning Best Practices as part of its charge?
- e) Possible changes:
 - (1) **I. Purpose.** The purpose of the Accessioning, Acquisitions, and Appraisal Section of the Society of American Archivists (SAA) is to provide a forum for discussion of issues and interests pertaining to the accessioning, acquisition, and appraisal of public records, private papers, and other archival or manuscript collections. The Section also maintains the Archival Accessioning Best Practices approved by the SAA Standards Committee in 2024.
 - (2) **VIII. Subcommittees.** D) The Best Practices Subcommittee will maintain the Archival Accessioning Best Practices.
- f) Dawne will send this wording out to the rest of the steering committee and verify procedure with Joyce (council liaison).
- g) Example of past changes:
 - https://www2.archivists.org/sites/all/files/A&A_Section_Bylaw_Revision_2016_v3.pdf

B. Website/Google Drive updates (Dawne)

1. SAA is committed to SAA Connect. There are training sessions scheduled
 - a) On January 16th at 3PM Eastern, 2PM Central, 1PM Mountain and 12PM Pacific, SAA Council member, Alison Clemens will be offering a 30 minute introduction followed by a 30 minute Q & A about SAA Connect. You must register in advance by clicking on this link:
 - <https://us06web.zoom.us/meeting/register/tZcpfuirrz8qHNalgNRdEfA1mKMV1s5g2UdY>
 - b) For those of you with more experience but may be encountering some challenges that you would like to troubleshoot, we are offering a separate 30 minute session with Alison Clemens on January 23, 2025 at 3pm Eastern, 2pm Central, 1pm Mountain, and 12PM Pacific. Please register in advance by clicking on this link:

<https://us06web.zoom.us/meeting/register/tZ0lcO6grD4sGN2fshzQ-w31VYNe7XTAlbss>

2. In Google Drive, please assign ownership of any documents you have created to: appraisalsaa@gmail.com.
 - a) Bo got this error message when he tried to do this: "Sorry, cannot transfer ownership to appraisalsaa@gmail.com. Ownership can only be transferred to another user in the same organization as the current owner." Need to investigate this. Current owner of AA&A Steering Committee Google drive is: data.admin@simmons.edu
3. Bylaws allow for an appointment of a web liaison. Would make sense to do this.
 - a) Dawne can put out a call on the section list to gauge interest.

C. Outreach subcommittee

1. February Triple A talk recap (Gina)
2. May Triple A talk (Sara)
 - a) Nothing to report yet, but beginning to think about it.

V. Other business

A. Nominations for 2025-2026 (Dawne for Lexy)

1. Nothing to report right now. It would make sense to add someone who was also a member of NBPAAWG. The section might want to have at least one person who was part of this group for at least the next few years.

VI. Next meeting (2 mins)

- A. Wednesday, March 12, 3:00-4:00 p.m. EST [<https://unc.zoom.us/j/98585333495>]