

## Accessioning, Acquisitions and Appraisal Section Steering Committee Meeting

Wednesday, March 12, 2025

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

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

Attendance: Dawne Lucas, Jordan Jancosek, Yasmin Desouki, Bo Doub, Sara Ludewig, Lexy deGraffenreid

Absent: Joyce Gabiola, Gina Rappaport

- I. Welcome and approval of minutes  
[https://docs.google.com/document/d/1\\_reTwK4j8l31fY7UIVaFotlvdPxz-LbJ/edit?usp=sharing&oid=103390344560193296727&rtpof=true&sd=true](https://docs.google.com/document/d/1_reTwK4j8l31fY7UIVaFotlvdPxz-LbJ/edit?usp=sharing&oid=103390344560193296727&rtpof=true&sd=true)] (<5 mins)
- II. Upcoming deadlines and events (~5 mins)
  - A. May Triple A Talk
    1. Appraisal, early May
    2. Has ideas for other speakers
- III. Subcommittee reports and other projects
  - A. Best practices subcommittee
    1. Archival Accessioning Best Practices now officially maintained by AA&A and available via the Standards Portal  
(<https://www2.archivists.org/standards/archival-accessioning-best-practices>)
      - a) Google Drive documents now owned by [appraisalsaa@gmail.com](mailto:appraisalsaa@gmail.com)
      - b) Section bylaws should be revised to explicitly include the maintenance of the Accessioning Best Practices as part of its charge?
      - c) Possible changes (potential rewording is underlined):
        - (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 and its current displayed format approved by the SAA Standards Committee in 2024.
        - (2) VIII. Subcommittees. D) The Best Practices Subcommittee will maintain the Archival Accessioning Best Practices.
      - d) Link to Standards Portal on the microsite? Is there any wording that we want to add to the microsite?

- e) GitBook training for Best Practices subcommittee? This would be a good idea. Do this as a kick-off for next year's steering committee?

B. Microsite/Google Drive updates (Dawne)

- 1. Dawne copied content from the Google Drive to a new Google drive, with ownership assigned to [appraisalsaa@gmail.com](mailto:appraisalsaa@gmail.com). Not all of the content copied and will need to be done manually.
- 2. Alexa Goff has begun work as the new section web liaison!
  - a) Currently uploading meeting minutes to microsite.
  - b) Questions:
    - (1) Should minutes be accessible to the entire internet, or only accessible if logged in to SAA Connect?
      - (a) SAA Connect
    - (2) Should meeting minutes be posted immediately, or should there be an embargo period?
      - (a) Immediately

C. Outreach subcommittee

- 1. May Triple A talk (Sara)
- 2. Social media presence (Jordan & Dawne)
  - a) Did Bo get access to Facebook account?
    - (1) No, wasn't able to get access from Aaron Ramirez. Ran into the same issue Dawne had several months ago.
  - b) Remove links from the microsite?
    - (1) Keep link to blog
    - (2) Remove Facebook/X
  - c) Do we want any type of blog/social media presence at this moment? A decision for next year's committee?
    - (1) Jordan asked SAA (Carlos) about using Instagram, but didn't get a clear response. Jordan doesn't get a sense that we need SAA approval.
    - (2) We will table this for right now. Would Alexa be interested in maintaining social media?

IV. Other business

A. Nominations for 2025-2026 (Lexy)

- 1. Nothing to report right now until SAA reaches out (typically sometime in April)
- 2. Section elections guide:  
<https://www2.archivists.org/governance/leaderresources/section-election-guide>

B. Profession-wide town hall (Dawne)

1. March 13 @ 1:00 Eastern
2. Dawne will attend. Jordan can attend, too

V. Next meeting (2 mins)

- A. Wednesday, May 14, 3:00-4:00 p.m. EST [<https://unc.zoom.us/j/98585333495>]