

# Acquisitions and Appraisal Section Steering Committee Meeting, Society of American Archivists, September 25, 2014, 9:00-10:00am Central Time

Thursday, September 25, 2014

7:00 AM

## Agenda

- Section microsite & our new web liaison – recommendations for what Denise should focus on first? [9-9:10]
- SAA 2015 session proposals (due Oct 8<sup>th</sup>) [9:10-9:20]
- Blog – plans to move forward, increase participation & discussion [9:20-9:35]
- Facebook page (search for new intern, plan/focus for postings) [9:35-9:45]
- Section by-laws revisions [9:45-9:55]
- Any recommendations for Council action or discussion at the Fall 2014 meeting (submit to Lisa Magnifico, council liaison by Oct 10<sup>th</sup>) [last 5 minutes]
- Funding requests for group activities (it's suggested to include in annual report due Nov 12<sup>th</sup>, request due **March 1**) [last 5 minutes]

## Notes

- **Microsite /web liaison**
  - Top priority: basic updating, cleanup and reorganization
    - Updating
      - Section Leadership
      - Outdated links (e.g. Guidelines for Reappraisal and Deaccessioning - link to approved guidelines and Task Force)
    - Add link to blog
    - Cleanup general format/upload any needed reports, meeting minutes, newsletter, etc...
    - Reorganize format of entire site - so it is easier to navigate
  - Laura will provide a list of improvement suggestions to Denise to facilitate process; Denise will determine approach to the work and priorities within
  - Group discussed challenges w/Drupal, Denise will keep Laura in loop if she has problems
- **2015 Session proposals**
  - Laura asked for status, any need for help/questions about session proposals
  - Jaimie, Ginny provided updates on session ideas they proposed; Cliff added idea for session (post-custodialism); several proposals in motion for 2015
  - Jaimie alerted of need to change read/write perms on list and inform membership, offered to re-send call for submissions in conjunction with change
- **Blog**
  - Discussed update schedule and sources for new content
    - Guidelines for deaccessioning suggested as potential new topic

- Ginny: we need to redo guidelines, could be a case study (to test) and session for next year. Could share with local groups, get testing in motion
  - Group agreed; Ginny will share more info with Section (repurposing original call from Laura Uglean Jackson), Matt offered to put out call for more/continued discussion within the membership
- Team discussion - getting the word out: what are our goals?
  - Group consensus that we need more activity on the blog (smaller and more regular posts).
  - Discussed assignation of a single POC - to aggregate and disseminate info on blog (Matt volunteered to do this, Laura will work to provide admin status on FB etc...)
  - Automation identified as another method to populate content (to/from other social media channels, also connecting with other sections/roundtables as appropriate)
- **Facebook page**
  - o New intern needed
    - Ginny will send announcement to SNAP, SAA list, A&A list, MSS, College & University archive listserv
- **Section by-law revision**
  - o Heather presented next steps (incorporate feedback) and revision process. Set October 15th deadline to send final version to membership so we can present to Nancy Beaumont by end of October.
  - o Discussion
    - Potential establishment of co-chairs
      - Group concluded not necessary, but vice chair and co-chair duties should be more shared and collaborative
    - Suggestions to update language re: communications, specifically use of "newsletter" (keep or revise) and ownership (potentially moving this role to Steering Committee). Group acknowledged need to retain relationship with membership if we move away from the newsletter model, figure out better intervals for communication. Discussed alternate models for "publishing" to the membership (social media as alternate and more ubiquitous form of communication vs. separate newsletter)
      - General consensus: use social media vs. newsletter, take "newsletter" out of by-laws
- **Call for Council action/discussion**
  - o Bylaw updates will need to go to Council
    - Heather pointed out that bylaw updates won't be ready - we will have to wait until January.
- **Funding requests**
  - o Idea for stickers or pins...would this be appropriate? (Laura not sure - will ask Lisa)
  - o Heather - what about joint meetings with other sections/roundtables? Ginny - we have more time (Spring)

**Next conference call set for November (Laura will send the date)**

-End of meeting-