A&A Steering Committee Meeting Minutes, August 15, 2013, New Orleans, LA

1. Thanks to Laura and Kim

2. Welcome to new Section Leadership:

Chair:  Virginia Hunt

Institution:  Harvard University Archives, Harvard University

Email:  virginia\_hunt@harvard.edu

Term: 8/15/2013-8/16/2014

Vice Chair/Chair Elect: Laura Sullivan

Institution:  Iowa State University, University Special Collections

Email: lsulli12@iastate.edu

Term:  8/15/2013-8/16/2014

Steering Committee:

Bethany Anderson

Institution:  University Archives, University of Illinois at Urbana-Champaign

Email: bgandrsn@illinois.edu

Term:  8/15/2013-8/2015

Adriana Cuervo

Institution: Rutgers University

Email:  adriana.cuervo@rutgers.edu

Term: 8/11/2010 - 8/16/2014

Jaimie Quaglino

Institution:  Gates Archive

Email:  agirl4@gmail.com

Term:  8/11/2012 - 8/16/2014

Heather Soyka

Institution:  University of Pittsburg

Email:  has76@pitt.edu

Term: 8/15/2013-8/2015

Immediate past chair:  Laura Uglean Jackson

Institution:  American Heritage Center, University of Wyoming

Email:  luglean@uwyo.edu

Section Intern:  Toni Rhorer

Email:  toni\_rhorer@yahoo.com

Council Liaison: Lisa Mangiafico

Email: lisa@soroptimist.org

3. Deadlines for the year: (complete list in Google docs at: <https://docs.google.com/file/d/0B_-OarD9AFNKZ0N5dHFTSm1CS28/edit?usp=sharing>)

We will use a shared Google doc for timeline for dates/set goals/ set dates. Most important dates to know in the immediate future are:

* August 31: Updates on leadership to Rene Mueller name, institution, and term dates—Ginny (done)
* October 4: deadline for proposals to be sent to section for endorsement
* **Propose a group meeting during the week of October 7 to vote on endorsements**
* October 11: Endorsements due to Program Committee--Ginny
* November 15: Annual report—Laura Uglean Jackson

3. Setting up a meeting schedule:

The group decided to continue to meet through conference calls. Ginny will set up Doodle polls prior to meetings to find a time where everyone (or most everyone can meet).

3. Strategic plan—how do we fit in? (Tabled)

4. Session ideas/ developing sessions for SAA2014

As with the 2013 program planning, the group decided to use a Google doc with topic ideas and send it to the section and archives listserv to solicit session developers and participants.

* When Prized Acquisition Turns Into Disaster
* Donor Relations and Electronic/Born Digital Records
* What to do When a Donor Wants to Take a Collection (or part of a collection) Back or Wants to Closed a Collection that Has Been Previously Open to Research
* How Appraisal Decisions Can Inform Access to Collections (e.g. preservation/restrictions)
* Appraising and Providing Access to Non-paper/Unconventional collections (e.g. email, objects, hybrid collections etc.)
* Research data: What defines a data set? How do you appraise it? How long should you keep it?

5. Facebook :

We have Toni as an intern until February (is this true—Ginny will confirm). Next cycle will be August to August.

6. Newsletter:

-We want to ask the section if they would like to continue to receive the newsletter. Then we need to check with our Council Liaison about changing the by-laws. Ginny will follow up on this issue.

7. Elections:

-The group decided it would be best to begin recruitment/outreach after we complete session endorsements. This can be brought into the year’s planning/goals. Ginny will set up a meeting for the winter to discuss this issue.

8. Liaison coordinator:

The group thought that it would be a good idea to create an outreach coordinator (what else did we discuss about this—this is when my computer battery died.)

9. Other initiatives:

* Automatic tweeting from Facebook (or to Facebook) on A&A issues
* “Dear Abby” column or Blog – look at SNAP blog? Solicit questions from Facebook? Ginny will see if we can, in fact, put together an “official” A&A blog.