

**Society of American Archivists**  
**American Archivist Editorial Board**  
**Virtual Meeting | September 22, 2023**

**MINUTES**

**In attendance:** Amy Cooper Cary (*American Archivist* Editor and Editorial Board Chair); Rose Buchanan and Stephanie Luke (Reviews Editors); Amanda Greenwood, Eric Hung, Jessica Lacher-Feldman, Marlee Newman, Jordon Steele, and Sylvia Welsh; Bree'ya Brown and Karina Wilhelm (early-career members); Stacie Williams (Publications Editor); and SAA staff Rana Salzman and Hannah Stryker.

**Unable to attend:** Natalia Fernandez, Shirley Franco, Rebecca Hankins, and María Matienzo

**I. WELCOME & ANNOUNCEMENTS**

- A. Amy Cooper Cary welcomes new Board members Jordon Steele, Karina Wilhelm, and Natalia Fernandez. The Board provides brief introductions to new members.

**II. SAA UPDATE**

- A. SAA Publications Assistant Director Abigail Christian announced her leave. September 29 was her last day at SAA. SAA staff members Hannah Stryker and Rana Salzman can answer any questions the Board may have in Christian's absence.

**III. Revised Proposal on Accessioning Special Section – Amy Cooper Cary**

- A. The Board initially discussed this proposal earlier in the summer. In this second draft of the proposal, Rosemary Davis is interested in drawing on work in SAA to discuss accessioning as a practice. She has proposed a Special Section topic for the Spring/Summer 2025 issue of *American Archivist*.
- B. The Board is glad to see the proposal team took the Board's feedback into account and included soliciting articles from colleagues at HBCUs, AANAPISIs and/or HSIs. Solicited articles will get submissions outside of Editorial Manager and reviewers will have expertise in those areas.
- C. The Board voted on the Special Section proposal, and it passed. The call for submissions will go out next spring. Cooper Cary will schedule regular meetings with the editors. This section will be a great follow up to the MENA Special Section.

**IV. Intergenerational Conversations Update on the Reviews Portal – Rose Buchanan, Stephanie Luke**

- A. The series, which originally started as a proposal to the Publications Board, looked at the work of SAA Fellow John Fleckner. The editors are in the midst of publishing reviews on his work.
- B. Next year, the series will be reviewing [past SAA presidential addresses](#).
- C. The call for reviews will be posted in *In the Loop* and on SAA socials to encourage contributors to fill out the [Google Form](#) before November 22. Last year's series was more contemporary, but this year, the editors hope to expand authorship.

**TO DO #1 (Buchanan, Cooper Cary, Luke):** Develop draft of a ChatGPT policy to share with the Board.

**V. Any Board Questions**

- A.** Update- Eric Hung is meeting with the User Experience Section to talk about the possibility of a Special Section.

**TO DO #2 (Cooper Cary):** Finalize language for opt-in on reviewer identity in Editorial Manager to share with the Board; send to SAA staff for implementation.

**TO DO #3 (Cooper Cary, Hung, Lacher-Feldman, and Matienzo):** Cooper Cary will connect with members to create a bibliography about what's been written about the Journal's and SAA's history. [Goal for 86:2]

**TO DO #4 (Cooper Cary):** Review formatting of the rubric so that visual clues encourage explanation rather than brief comments and write an introduction for the rubric which stresses the purpose and value of the responses, especially for reviewers not on the Board. Board members can send examples of other good rubrics or suggestions for additional/revised questions to Cooper Cary.