ARR Meeting Notes

Please write your Skype name here (or your phone number, if you prefer to be called in rather than to use Skype):

Emily: emily.vigor

Katie: kathrynapierce

Sherrie: sherrie.bowser

Suzi: suzanne.noruschat1

Wendy: wendy.hagenmaier

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[Do we want to divide and conquer the goals to be completed by the 2015 Annual Meeting?](#_6gcp6yesdcf2)

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# 2015-03-30 Meeting:

# Agenda and Notes:

Link to ARR Google Drive folder: <https://drive.google.com/?tab=mo&authuser=0#folders/0ByMUVYX4ItfEV2ZDdmFHZEpZTlU>

## Strategic plan stuff and goals outlined for 2015 annual meeting:

final version of this is here:

<http://www2.archivists.org/groups/architectural-records-roundtable/steering-committee>

draft form is here:

<https://docs.google.com/document/d/1MvKOjXjzducrdzZiqs5-MclQGQqfQoMo5UZUZgE4Fdg/edit>

Goals for the Architectural Records Roundtable, to be completed before the 2015 Annual Meeting:

* Create reliable archival supply vendor directory and add to ARR website or new wiki.
* Review, update and expand existing Resources list on SAA’s ARR site and mirror on other ARR web components.
* Identify and compile current and/or relevant literature on the digital preservation of architectural records with a special focus on case studies and the practical implementation of these recommendations in “average” repositories. Publish findings to ARR web components.

### Do we think the goals are still relevant?

Yes!

### Do we want to divide and conquer the goals to be completed by the 2015 Annual Meeting?

Yes! with the help of the volunteers who signed up at the Annual Meeting

Katie will type up the volunteer lists, and we’ll all reach out to folks and divide and conquer

### Do we need to start doing anything for the other future goals?

Probably not right now

## Annual Meeting planning

Plan is to have 90 mins on Wednesday, waiting on final confirmation from SAA

Agenda so far: <https://docs.google.com/document/d/1uM8n6LCLQvOzo_ZnXhoRnwVb_yKZiTmJcXnBmB4uUYg/edit>

1. Welcome and intro (5 mins)
2. Business meeting
3. Presentations

* Tawny Ryan Nelb
  + 25th Anniversary of ARR and cake!
* Carol Street
* Sally Brazil
* Joanna Groberg

Other possible agenda items:

* Something about Islandora?
  + Katie investigating metadata for architectural records and how that fits into a digital asset management system
    - AIA standards for records
* Continuing the conversation about digital from last year’s meeting, particularly the discussion about using standards as a way to simplify/incentivize preservation-friendly record creation and recordkeeping practices
* Pop-Up Session related to CAD/BIM task force?
* invite some practitioners to our session?
  + <http://aiacleveland.com/>
  + maybe: <http://aiacleveland.com/aia-committees/emerging-areas-multidisciplinary-professional-practitioners/>
  + <http://network.aia.org/technologyinarchitecturalpractice/home/>
* maybe invite some students? and/or faculty? (maybe faculty who are also practitioners)
* maybe organize breakout discussion groups and then bring everyone back together to discuss?
* maybe ask Nancy Hadley for recommendations?
* **action item: everyone should do some research and come up with some leads for possible folks to invite (practitioners, students, faculty) and possible tour venues**
  + **add your research findings here:** [**https://docs.google.com/document/d/1Fhtjp3hLJqkg5Y8m14u58Pqm7kQnMchCtnOr9QbHnrE/edit**](https://docs.google.com/document/d/1Fhtjp3hLJqkg5Y8m14u58Pqm7kQnMchCtnOr9QbHnrE/edit)
* **action item: Emily will email her Cleveland contact about firms to contact**

## Possible Annual Meeting tour

* action item: reach out to invite folks to attend our meeting, and if we connect with someone, ask if we could schedule a tour with them

## Our Google Site

* Katie hasn’t had a lot of time to work on the Google site, our auxiliary site: <https://sites.google.com/site/jfwtest01/>
  + something for us to work on between now and August
  + site is a place for people to share resources, ideas, etc. - a dynamic site
  + we could aim to get a couple of blog posts up before Annual Meeting
  + a lot of people signed up to contribute to the site at the last Annual Meeting
    - **action item: we should take lists of folks who volunteered to help with the site and reach out to them and divide and conquer our goals for 2015 Annual Meeting (see list above) (Katie will type up lists of volunteers)**
      * **Katie will add to Drive and we can divide and conquer reaching out to various groups**
      * **will create folder called ARR Google Site:** [**https://drive.google.com/?tab=mo&authuser=0#folders/0ByMUVYX4ItfEfmR0RVNLWUdMeDh3VVhMSE1USHR1aUpGUEdLTVkzQzJmUW1vSGtUNkJ4ek0**](https://drive.google.com/?tab=mo&authuser=0#folders/0ByMUVYX4ItfEfmR0RVNLWUdMeDh3VVhMSE1USHR1aUpGUEdLTVkzQzJmUW1vSGtUNkJ4ek0)

## Building connections with allied organizations

* Make sure our Google Site aligns with and points to the ARLIS-NA site (currently in development), which ties into our other goal, which is to network with allied organizations
  + Katie will follow up with Lauren from ARLIS about this
  + Don’t want to duplicate efforts
  + They’re particularly interested in born-digital architectural records
  + Share our work with:
    - ARLIS sub-group and listserv for architecture: <https://www.arlisna.org/organization/sections/95-architecture-section>
    - AASL - Association of Architecture School Librarians listserv: <http://www.architecturelibrarians.org/page-1574268>
      * this listserv isn’t restricted to members
      * Suzi has attended several of these meetings in the past
      * Suzi hasn’t observed much archival focus in the group, but perhaps Beth Dodd has insights about this
    - Association of Collegiate Schools of Architecture: <http://www.acsa-arch.org/>
    - **action item: Katie will look into how we could share information with these listservs (ARLIS, AASL, ACSA)**

# Summary of action items

* **action item: everyone should do some research and come up with some leads for possible folks to invite (practitioners, students, faculty) and possible tour venues**
  + **add your research findings here:** [**https://docs.google.com/document/d/1Fhtjp3hLJqkg5Y8m14u58Pqm7kQnMchCtnOr9QbHnrE/edit**](https://docs.google.com/document/d/1Fhtjp3hLJqkg5Y8m14u58Pqm7kQnMchCtnOr9QbHnrE/edit)
* **action item: Emily will email her Cleveland contact about firms to contact**
* **action item: we should take lists of folks who volunteered to help with the site and reach out to them and divide and conquer our goals for 2015 Annual Meeting (see list above) (Katie will type up lists of volunteers)**
  + **Katie will add to Drive and we can divide and conquer reaching out to various groups**
  + **will create folder called ARR Google Site:** [**https://drive.google.com/?tab=mo&authuser=0#folders/0ByMUVYX4ItfEfmR0RVNLWUdMeDh3VVhMSE1USHR1aUpGUEdLTVkzQzJmUW1vSGtUNkJ4ek0**](https://drive.google.com/?tab=mo&authuser=0#folders/0ByMUVYX4ItfEfmR0RVNLWUdMeDh3VVhMSE1USHR1aUpGUEdLTVkzQzJmUW1vSGtUNkJ4ek0)
* **action item: Katie will look into how we could share information with these listservs (ARLIS, AASL, ACSA)**

# 2015-06-08 Meeting:

* Kate, our web liaison is leaving; we’ll have to decide how to handle web updates
  + action item: Katie and Emily will ask for a volunteer at the Annual Meeting
    - web liaison as moderator of Google Site, rather than having to generate content themselves
* Katie has received a few emails of interest about co-chair and steering committee
  + action item: everyone could continue to encourage other folks to throw their hats in the ring
* Start to compile a list of archivists working in firms
* Tour ideas:
  + Emily posted a list of sites, but not sure if they offer tours: <https://www.bluffton.edu/~sullivanm/ohio/cleveland/clevelandindex.html>
  + action item: Suzi will contact the [AIA Cleveland Center for Architecture & Design](http://aiacleveland.com/centerforarchitecture/) in downtown Cleveland, which may be another good resource for leads
    - will ask about tour leads and possibly architects who might be interesting in attending our meeting
* Annual Meeting agenda: <https://docs.google.com/document/d/1uM8n6LCLQvOzo_ZnXhoRnwVb_yKZiTmJcXnBmB4uUYg/edit>
  + what to discuss in the business meeting portion?
    - Working on the Google Site:
      * Katie posted the sign up sheets for volunteers: <https://docs.google.com/spreadsheets/d/1uIm6UVb7gTEfYU4wZbCwHH86w3nGEnILkMyGdtD1JL4/edit>
        + blog: asking people to create a post

action item: Emily will contact the blog volunteers

will also suggest to annual meeting speakers that they could also write a blog post

* + - * + resources:

action item: Wendy will contact the resources volunteers

* + - * + best practices:

action item: Katie will contact the best practices volunteers

action item: Katie will go ahead and update the best practices with the digital preservation bibliography she’s already compiled

* + - * + timeline: reach out to volunteers before the Annual Meeting and try to do some revision:

figure out where the form goes

action item: Katie will add us as admins to the google site

action item: everyone should email Katie with their preferred email for admin access to the site

* + - * could the new web liaison be the Google Site Manager
        + monitor activity, approve new “authors” who have submitted google forms
  + speakers: give speakers guidelines about:
    - how long their talks should be
    - if they want to use Powerpoint, etc., what we would suggest/require
      * action item: Emily can be point-person for slides and for getting in touch with speakers
      * action item: Katie will verify that we will have a projector
  + topics to discuss after the presentations (section IV of the agenda):
    - discuss what to do next with the CAD/BIM Taskforce
    - discuss digital asset management
* Goals for the Architectural Records Roundtable, to be completed before the 2015 Annual Meeting:
  + Create reliable archival supply vendor directory and add to ARR website or new wiki.
  + Review, update and expand existing Resources list on SAA’s ARR site and mirror on other ARR web components.
  + Identify and compile current and/or relevant literature on the digital preservation of architectural records with a special focus on case studies and the practical implementation of these recommendations in “average” repositories. Publish findings to ARR web components.
    - could add Katie’s current research on this to the site under “best practices”

# Summary of action items to work on before Annual Meeting:

* action item: Katie and Emily will ask for a web liaison volunteer at the Annual Meeting
* action item: everyone could continue to encourage other candidates to throw their hats in the ring
* action item: Suzi will contact the [AIA Cleveland Center for Architecture & Design](http://aiacleveland.com/centerforarchitecture/) in downtown Cleveland, which may be another good resource for leads
  + will ask about tour leads and possibly architects who might be interesting in attending our meeting
* action item: Emily will contact the blog volunteers
  + will also suggest to annual meeting speakers that they could also write a blog post
* action item: Wendy will contact the resources volunteers
* action item: Katie will contact the best practices volunteers
* action item: Katie will go ahead and update the best practices with the digital preservation bibliography she’s already compiled
* action item: everyone should email Katie with their preferred email for admin access to the site
* action item: Katie will add us as admins to the google site
* action item: Emily can be point-person for slides and for getting in touch with speakers
* action item: Katie will verify that we will have a projector

**Next meeting: Monday, 6/22 at 8am Pacific, 10am Central, 11am Eastern**

# 2015-06-22 Meeting:

**Progress on Action Items:**

* action item: Katie and Emily will ask for a web liaison volunteer at the Annual Meeting
* ~~action item: everyone could continue to encourage other candidates to throw their hats in the ring~~
  + ~~1 candidate for co-chair and 1 for steering committee; Katie submitted them to SAA and created a page on our microsite, which she’ll publish shortly~~
* action item: Suzi will contact the [AIA Cleveland Center for Architecture & Design](http://aiacleveland.com/centerforarchitecture/) in downtown Cleveland, which may be another good resource for leads
  + will ask about tour leads and possibly architects who might be interesting in attending our meeting
  + Suzi contacted Mary Ellen Hammer (sp?) at AIA Cleveland; no response yet
* action item: Emily will contact the blog volunteers
  + will also suggest to annual meeting speakers that they could also write a blog post
  + Emily emailed all of the blog volunteers and people who agreed to speak at the meeting
    - one person volunteered to write a post
    - Emily will follow up with speakers during first week of July
* action item: Wendy will contact the resources volunteers
  + Wendy will keep thinking about best way to update these (spreadsheet or having people edit the site directly): <https://docs.google.com/spreadsheets/d/1Rz2aolacVSU-z45z9IiYDsoVuP5O5i83NaqlT4juG_4/edit#gid=0> (still have to email folks to ask them to help update this spreadsheet)
* action item: Katie will contact the best practices volunteers
* action item: Katie will go ahead and update the best practices with the digital preservation bibliography she’s already compiled
* ~~action item: everyone should email Katie with their preferred email for admin access to the site~~
  + ~~done~~
* ~~action item: Katie will add us as admins to the google site~~
  + ~~done~~
* action item: Emily can be point-person for slides and for getting in touch with speakers
* ~~action item: Katie will verify that we will have a projector~~
  + ~~Katie will do this~~
* at next meeting: hash out timing for meeting
* ~~Katie will touch base with Aliza about the CAD/BIM Task Force and whether there are updates~~

**Next meeting: Friday, 7/10 at 8am Pacific, 10am Central, 11am Eastern**

2015-07-10 Meeting:

**Progress on Action Items:**

* action item: Katie and Emily will ask for a web liaison volunteer at the Annual Meeting
* ~~action item: everyone could continue to encourage other candidates to throw their hats in the ring~~
  + ~~1 candidate for co-chair and 1 for steering committee; Katie submitted them to SAA and created a page on our microsite, which she’ll publish shortly~~
* action item: Suzi will contact the [AIA Cleveland Center for Architecture & Design](http://aiacleveland.com/centerforarchitecture/) in downtown Cleveland, which may be another good resource for leads
  + will ask about tour leads and possibly architects who might be interesting in attending our meeting
  + Suzi contacted Mary Ellen Hammer (sp?) at AIA Cleveland; no response yet
* action item: Emily will contact the blog volunteers
  + will also suggest to annual meeting speakers that they could also write a blog post
  + Emily emailed all of the blog volunteers and people who agreed to speak at the meeting
    - one person volunteered to write a post
    - Emily will follow up with speakers during first week of July
* action item: Wendy will contact the resources volunteers
  + Wendy will keep thinking about best way to update these (spreadsheet or having people edit the site directly): <https://docs.google.com/spreadsheets/d/1Rz2aolacVSU-z45z9IiYDsoVuP5O5i83NaqlT4juG_4/edit#gid=0> (still have to email folks to ask them to help update this spreadsheet)
* action item: Katie will contact the best practices volunteers
* action item: Katie will go ahead and update the best practices with the digital preservation bibliography she’s already compiled
* ~~action item: everyone should email Katie with their preferred email for admin access to the site~~
  + ~~done~~
* ~~action item: Katie will add us as admins to the google site~~
  + ~~done~~
* action item: Emily can be point-person for slides and for getting in touch with speakers
* ~~action item: Katie will verify that we will have a projector~~
  + ~~Katie will do this~~
* at next meeting: hash out timing for meeting
* ~~Katie will touch base with Aliza about the CAD/BIM Task Force and whether there are updates - Aliza will do this!~~

**Next meeting: Friday, 7/10 at 8am Pacific, 10am Central, 11am Eastern**