

Standards Committee

Agenda for 2023 September 14, 10-11 MDT

Zoom info: You can join this meeting from your computer, tablet, or smartphone.

<https://us06web.zoom.us/j/83570036806>

Attending: Jodi, Lara, Heather, Dan, Anna (long A), Karin, Mary, Lydia, Sue, Becca

Regrets: Wendy Pflug

Leading the meeting: Jodi

Minute taker: Lara

Introductions

Welcome, new members! Welcome back, continuing members!

Round robin: What is your favorite standard, and why?

Operations

What to expect from your co-chairs

- Jodi and Lara will alternate chairing meetings and taking notes.
- Members should expect to receive tools to prepare for upcoming meetings. Encourage checking in between meetings, if necessary.
- Any issues with Drive, email list, SAA roster? Please email Jodi and Lara
 - Some did not receive agenda. Check if member list is complete.
 - Make sure Zoom link is in Invite

Review of Standards portal <https://www2.archivists.org/standards>

- All members should review the current state of the Portal
 - Confusing links to external standards. These are linked under each category.
 - Best Practices for Term Positions is not on Standards Portal

Liaisons updated: See [x 2023-2024 SAA Standards Liaisons.xlsx](#)

- All continuing members should review and update the document as needed
- All members should review this document prior to the meeting and think about what role you'd like to play.
 - Number of liaison positions open. Liaison regularly checks in, attends some group meetings, helps track and assist the creation/revision process
 - Sue Luftschein—College and University Archives

- Dan Michelson-TS-DACS
 - Heather-GRD, TS-AFG
 - Becca-Education (Graduate Archival Education)
 - Anna-Intellectual Property Working Group
 - Lara-TS-EAS
 - Museum Archives still open (but recently revised)
- Liaisons should reach out to chair of group and connect.
 - Are co-chairs updated on SAA website? Should be.

Review of current/upcoming Standards business for new members (continuing members)

- Continuing members should look back at notes and liaison groups and be up to date on the status of work.

Continuing Business

Revision of [Procedures for Review and Approval of an SAA-Developed Standard](#)

[Marked up version](#)

Drafting a one-page public document for submitters/proposers

[Creation/Revision outline](#)

[Draft visual](#)

- All members should review these documents prior to the meeting.
- Funding issues for standards development. Co-Chairs and Lydia meeting to strategize.
- Please review these documents before September 30 and comment. Co-chairs will summarize and condense feedback.

New Business

[Minor change request from TS-EAS](#) (Karin)

- All members should review this document prior to the meeting.
 - Approved by Standards Committee (9/14/23)

Updates (if any)

Co-chairs (Jodi and Lara)

None for this meeting

Council (Lydia)

Should Standards get into the business of advancing grant/funding for standards development?
Possibility to consider over the next year.

SAA Foundation has refused funding for these things in the past but may be more openness to this now.

Technical Subcommittees (liaisons)

TS-DACS (new liaison)

Group is looking for some external funding to help with making the major revisions that are needed. Without that, they can only make smaller changes.

TS-EAS (Lara, Karin, Mary)

Upcoming meeting in October with whole team for ongoing revision. Three-day meeting in July at SAA, open presentations.

TS-AFG (new liaison)

TS-GRD (new liaison)

Other Groups (liaisons)

Accessibility and Disability (Jodi)

Acquisitions and Appraisal (Wendy)

College and University Archives

Museum Archives

Education Committee

Intellectual Property WG

Action Items:

1. Members: review and comment on the following by September 30:

[Procedures for Review and Approval of an SAA-Developed Standard](#)

[Marked up version](#)

[Creation/Revision outline](#)

[Draft visual](#)

2. Members: [Liaisons](#) should connect with group leaders by October 12 to check on progress and needs in the coming year. Be prepared to report back at next Standards meeting.
3. Co-Chairs: Will summarize and find actions in Procedures comments (see #1) by October 12, bringing a clear set of things to make decisions on at that meeting. Because we want to be done with this project!
4. Co-chairs: Will meet and strategize with Lydia Tang about funding for standards development by October 12.
5. Co-chairs: Will follow up on Standards Portal and BP for archival term positions.

Next meeting: 2023 October 12

Business Conducted via Email

In order to meet the Oct 1 deadline for the Oct 31-Nov 1 Council meeting, the group conducted the following business via email:

September 20, 2023, Jodi Allison-Bunnell to Standards email list:

Hi all:

I just caught a hanging thread that we should have put in last week's meeting that, if not addressed sooner than later, gets in the way of TS-AFG proceeding in its work.

TLDR: Standards members (not liaisons from other groups), please reply to let me know if you approve or do not approve of extending the charge and terms of the members of TS-AFG by Monday, September 26.

Lydia: I will need to know the deadline for getting on the November Council agenda.

In their [annual report](#), TS-AFG asked that we extend their charge:

We would like to ask for a continuation of the work of this sub-committee for 2023-2024. No new members were added this year and no current members have resigned.

The current roster is:

David Owings (co-chair)

Susanne Annand (co-chair)

Fiona Graham

Lisa Hennessey

Jeremy Linden

Scott Teixeira

Angela Fritz

Bryan Whittedge

Responses to the affirmative from Lara Michels, Heather Lember, Sue Luftschein, Jodi Allison-Bunnell, Anna McCormick, Daniel Michelson, and Wendy Pflug.

No response received from Alexis Antracoli (This was due to continued issues with the SAA Standards listserv, which Alexis and others were not on and which the co-chairs have been working on correcting for the last two months. Jodi will be in contact with SAA to get Alexis and Daniel added to the listserv.)

[Request](#) sent to Lydia Tang, Council Liaison, on 29 September 2023.