Date: November 12, 2014

Name of Section/Roundtable: Archivists' Toolkit™/Archon Roundtable (ATART)

Officers:
- Sasha Griffin (Chair)   2013-2014
- Jillian Cuellar (Vice Chair)   2013-2014
- Michelle Belden (Web Liaison)   2013-2014
- Christine de Catanzaro (Steering Committee)   2013-2014
- Gordon Daines (Steering Committee)   2013-2014
- Nathan Tallman (Steering Committee)   2013-2014
- Brad Westbrook (Ex-Officio)
- Scott Schwartz (Ex-Officio)
- Bill Landis (Council Liaison)

Report from annual meeting:
- Number of attendees: 190
- Election results:
  - Incoming officers:
    - Vice Chair/Chair-Elect: Matt Gorzalski
    - Web Liaison: Eric Milenkiewicz
  - Continuing officers:
    - Chair: Jillian Cuellar
    - Steering Committee members: Christine de Catanzaro, Gordon Daines, Nathan Tallman
- New Council liaison: Rachel Vagts
- Summary of meeting activities:
  - Agenda and discussion notes available here: http://www2.archivists.org/groups/archivists-toolkitarchon-roundtable/annual-meeting-documentation
  - Livestream video recording available here: http://www.ustream.tv/recorded/51330408

Completed projects/activities:
- ATART conducted a survey that was designed to get a broader picture of what archivists need from the roundtable. This survey was distributed to both ATART membership and to the Archives listserv in order to encourage participation from non-members. ATART leadership distributed the results of the survey via listservs and posted them on its microsite: http://www2.archivists.org/sites/all/files/ATART%20Survey%20Results%20-%20Website%20Jan%202014.pdf
- In light of these results, the Steering Committee made the following recommendations for the future of the ATART:

- o Recommend changing to a neutral focus on collection management tools.
- o Recommend focusing on a topic and research based orientation rather than product based orientation.
- o Recommend that the ATART steering committee drafts a new missions/bylaws document that reflects these changes and proposes the adoption of a new name for the Roundtable (Collection Management Tools Roundtable) by July 2014 elections for distribution and voting by membership.
- Steering Committee members distributed the draft document for voting during July 2014 elections: https://docs.google.com/document/d/1hpPh4G-9DiZ8FnvhKKTRa8IlE2mr0PtTLsNuzUUZigE/edit. Membership was nearly unanimous in agreement to adopt the new mission/bylaws and name for the roundtable.

Ongoing projects/activities:
- Chair Jillian Cuellar worked with Council liaison Rachel Vagts and the SAA office to draft a report to Council that discusses the changes to the group's mission and bylaws and addresses the name change. The report was approved by Council during their November 2014 session.

New projects/activities:
- The Steering Committee would like to pursue creating a portal for collection management tool documentation on the ATART microsite. The Steering Committee will solicit from its membership any in-house manuals, guidelines, workflows, policies, and procedures that support implementing and working with collection management tools at archives institutions. These documents will serve as a resource for archivists seeking to establish or improve work with collection management tools at their home institution. The Steering Committee feels this would serve as a vital resource for users of tools that are no longer supported such as Archivists' Toolkit and Archon.

- In anticipation of this work, the Steering Committee will draft and distribute a membership survey to identify common challenges in implementing and using collection management tools. Data collected will help the Steering Committee assess member needs and devise a strategy for insuring the documentation portal is effective and useful.

- The Steering Committee plans to investigate options for hosting and/or facilitating distribution of webinars that will assist membership with issues and challenges relevant to collection management tools. A potential first case scenario is aiding in wide spread distribution of a webinar on Archivist's Toolkit-to-ArchivesSpace migration that will be led by the University of California in the upcoming months.

2010-2013 Strategic Priority – Technology Initiatives:
Once again, the roundtable successfully livestreamed its annual meeting. This allowed for membership who were unable to attend the meeting in Washington DC to view and participate in the meeting remotely.

2010-2013 Strategic Priority – Diversity Initiatives:

2010-2013 Strategic Priority – Advocacy/Public Awareness Initiatives:

Initiatives associated with the new 2013-2018 Strategic Plan:
The new focus of the Roundtable and the priorities the Steering Committee has set for 2014-2015 are aligned with the following strategies from SAA's 2013-2018 Strategic Plan:

Goal 2: Enhancing Professional Growth
Strategy 2.1. "Provide content, via education and publications, that reflects the latest thinking and best practices in the field."

The collection management tool documentation portal will provide in-house manuals, workflows, solutions, guidelines, policies, and procedures for archivists seeking to establish or improve collection management tools in their institution. Besides facilitating information sharing, access to this documentation will provide a method of continued support of legacy tools such as Archon and Archivist's Toolkit.

Strategy 2.2. "Deliver information and education via methods that are accessible, affordable, and keep pace with technological change."

The collection management tool documentation portal will be freely available via the ATART microsite.

Goal 3: Advancing the Field
Strategy 3. 1: "Identify the need for new standards, guidelines, and best practices and lead or participate in their development."

Broadening the scope of the roundtable will facilitate the development of standards, guidelines, and best practices for a more diverse set of collection management tools that are currently in use by the archives community or that may be adopted in the future. The Steering Committee also recognizes the great need for sharing and preserving documentation that supports collection management tools for the archives community.

Goal 4: Meeting Members' Needs
Strategy 4.2. Create opportunities for members to participate fully in the association.

Though the Archivists' Toolkit™ and Archon are perhaps the most widely utilized programs for managing archival collections, there are several repositories who have adopted or built other collection management systems. In the coming years, many repositories will also be transitioning to using a new system, ArchivesSpace. The newly defined roundtable will invite and encourage participation from SAA members who use any kind of collection management tool, rather than the two specific software programs that previously defined the roundtable. It also anticipates the possibility of new collection management tools that may be developed in the future.

Questions/concerns for Council attention:
- Now that CMTRT's new governance documents have been approved, our group will need to work with SAA office to update the website and other relevant documentation to reflect our new name and scope.
- A major priority for this year's leadership is to create a portal on our microsite to share and preserve documents that support use of collection management tools. We hope to promote the portal as a way to encourage information exchanges among our membership. We will rely on our Council liaison and SAA office to guide us in this new venture and help insure we are working in tandem with the larger goals and priorities of the SAA community.