

CEPC Agenda
September 13, 2022, 1-2 pm EST
[Zoom link](#) (Meeting ID: 921 9384 2013)

- I. Welcome and Introductions
- II. Admin-y stuff
 - a. Next meeting and frequency - bimonthly
 - b. Notetaker (timekeeper) - alphabetical by last name, starting at the beginning for next meeting
 - c. Michelle Ganz introduced herself as our next SAA Council Liaison prior to the discussion of this year's programming focus
- III. Feedback on annual meeting - none
- IV. Subcommittee updates & volunteers (20 minutes)
 - a. Documentation (Nikki, Dennis)
 - i. Overview and future planning
 - ii. Revisions to [CEPC section of governance manual](#)
 - 1. Proposed updates approved by Council
 - 2. Need access to microsite to update
 - a. Nikki will reach out again re: microsite access (action item)
 - iii. Working with SAA Archivist (Derek Webb, UA Archivist at UW-Milwaukee) to transfer materials
 - 1. Dennis willing to continue - will contact Derek and report back at next meeting (action item)
 - 2. Way to bring up larger issue of committee documentation (sustainable storage solution, supports regular transfers of leadership/ownership, etc)
 - b. Outreach (Nikki)
 - i. Overview of programming from past 2 years
 - ii. No discussion of future programming ideas
 - c. Case studies (Celeste)
 - i. Overview - finished drafting call for case studies (with Grace Munoz)
 - ii. Future planning
 - 1. Interested in ways to transform delivery platform, potentially via a blog similar to SAA Description Section's blog [Descriptive Notes](#)
 - 2. Will also consider ways to expand scope of what constitutes of a "case study"
 - 3. Haley volunteered to join Case Studies subcommittee
- V. New business (20 minutes)
 - a. Potential 2023 program topics
 - i. Ethical Acquisitions (originally proposed by Dennis)
 - 1. Ideas, considerations, thoughts
 - a. Acquire/collect at all costs
 - b. Resource constraints

- c. Ethical stewardship
 - d. OCLC report (March 2021) [Total Cost of Stewardship: Responsible Collection Building in Archives and Special Collections](#)
 - e. “Slow library” movement
 - f. Non-compete policy among archives/archivists
 - g. State institution vs private for communities historically violated by government
 - h. Consideration of stakeholders
 - i. Business records management and retention schedules
 - j. Tension between business needs and archival needs/wants (records mgmt)
 - k. Call for papers from Journal of Western Archives
 - l. Collection Development policies often vague and do not provide enough detailed guidance, specifically with regards to ethics (space, labor, etc)
- ii. Reminder that we discussed the ACensus survey last year (Nikki), but not much interest

CEPC Minutes
October 25, 2023, 2-3 pm EST
[Zoom link](#)

Notetaker: Celeste

Present: Nikki, Ashley, Carrie, Haley, Ryan, Dennis, and Michelle Ganz (SAA Council Liaison)

- I. Welcome (5 minutes)
 - a. Introduce Carrie, who is officially on the committee now per Michelle (!)
- II. Old Business (5 minutes)
 - a. n/a
- III. Subcommittee updates (20 minutes)
 - a. Documentation
 - i. SAA Archivist follow-up (Dennis): confirmed with Derek Webb, SAA Archivist at the University of Wisconsin-Milwaukee, that all we need to do is add records compiled by Cliff and Renee to a designated folder in the Google Drive, and they'll take it from there
 1. Question of whether the microsite is an appropriate place for the committee records (as a preservation strategy): Michelle will follow up with an answer. (action item)
 2. Should we retroactively post committee records to microsite or directly transfer to microsite?
 3. Technical issues related to transferring ownership of Google Drive documents to incoming chairs due to institutional accounts not playing well with others
 - ii. Microsite access (Nikki)
 1. Relatedly, how do we want to use the microsite? Retention schedule for content?
 2. Add last year's annual meeting programming to microsite (action item)
 - b. Outreach (Ashley & Nikki)
 - i. Both events from last year were well-attended (~60 attendees); informal approach to unrecorded discussion-style events with guest speakers/resident "experts" rather than 45 minute talks with slides, etc. seems to work well and hoping to continue
 - ii. Carrie will help with this subcommittee as well, as CEPC's resident expert on responsible stewardship issues
 - c. Case studies (Celeste & Haley)
 - i. Overview of changes to SAA Ethics and impact on Case Studies
 - ii. Grace and Celeste have done repeated calls for case studies over the past 1+ years - no interest among SAA membership in writing case studies about applying SAA Ethics to their work
 - iii. Propose reconfiguring how the case studies are presented

- iv. Celeste and Haley will draft a plan for developing new approach before next meeting (action item)

IV. New business (20 minutes)

a. Continue discussion of programming topics - Ethical Acquisitions

- i. Ideas for outreach programming and/or annual meeting programming
 1. Trauma informed practice in archives (building on Michelle Ganz's presentation)
 2. Partnership with another section, e.g. Description
 3. Conflict between records management and transparency imperatives re: sensitive records
 4. Ethical implications of resource scarcity in archives—taking a constructive (not toxic-positive) approach to dealing with this situation and making the best decisions with what we have
 5. Ethical deaccessioning: deaccessioning *is* ethical and in line with best practices; programming highlighting success stories of responsible stewardship through deaccessioning
 6. SAA Fundamentals Series III: Audra Eagle Yun and Chela Scott Weber forthcoming volume on selection and appraisal
- ii. Potential speakers/guests (for any event)
 1. Rosemary K. J. Davis and Meaghan O'Riordan on National Best Practices for Archival Accessioning Working Group
 2. Potentially reach out to Labor subgroup

b. Other items

V. Wrap-up (5 minutes)

- a. Next meeting - early/mid-December? Doodle Poll forthcoming (action item)

CEPC Minutes
December 4, 12-1 pm EST
[Zoom link](#)

Notetaker: Ashley (backup: Carrie)

Present: Nikki, Ashley, Michelle, Celeste, Haley, Ryan, Carrie

- I. Welcome and Hellos (5 minutes)
- II. Old Business/Action Items (5 minutes)
 - a. Question of whether the microsite is an appropriate place for the committee records (as a preservation strategy) - provide info during Documentation subcommittee update
 - a. Celeste and Haley will draft a plan for developing new approach before next meeting - provide info during Case Studies subcommittee update
 - b. Add last year's annual meeting programming to microsite
 - i. Microsite access achieved momentarily, but now entire microsite down since early November - no actual action from SAA
- III. Subcommittee updates (25 minutes)
 - a. Documentation (Dennis, Nikki, Ryan)
 - i. SAA organizational archives not totally aligned with preferred group file sharing
 1. SAA site indicates sections and committees will be documented for SAA archival collections via microsites
 2. SAA Council (via Michelle) to recommend section/committee transfer of group files via SAA Connect (listserv)
 - a. Can add documents to library; kind of like Sharepoint/Google drive
 - b. Action item: What is the range we want to post to Connect?
 - i. 3 years would cover longest tenure member
 - c. Does not address getting items to SAA organization archive
 - ii. Microsite content
 1. Current activities
 2. Archival records (action item)
 - a. Steering Committee page
 - b. Would require a totally different approach; microsite is public, Connect is private.
 - i. Drop minutes and annual report into microsite?
 - ii. Upload documents to Connect?
 - c. **Action item**: What is the range we want to post to the microsite?
 - iii. CEPC documentation edits
 1. End of Chair's term

- a. Responsibilities to include: submission of annual report, updates to SAA Connect and CEPC microsite
 - 2. **Action item:** Determine what files need to go where and present to full committee at next meeting
 - a. Action item: Subcommittee update what is in sites and upload anything that needs to go in (**future action item**)
 - b. Outreach (Ashley, Nikki, Carrie)
 - i. Update on planning for first event with Chela Weber (Carrie)
 - 1. Tuesday January 30, 2024 - 2 pm EST / 11 am PST
 - 2. [Total Cost of Stewardship](#) white paper intro
 - 3. **Action item:** Does anyone have any questions they want to be sure to ask Chela? Or know anyone who has implemented parts of it? (can also just ask audience)
 - c. Case studies (Celeste, Haley)
 - i. Updates
 - 1. Free version of WordPress for blog
 - 2. Re-configured call for cases studies for blog content
 - ii. New approach plan draft (action item)
 - 1. If it isn't working, can we retire it? Blog is our last attempt, and if it doesn't work, then try something else.
 - 2. Can we link out to other articles that relate to ethics and archives? Serve as a springboard.
- IV. New business (15 minutes)
 - a. Additional programming opportunities or collaborations
 - i. Accessibility and Disability Section, Labor Archives Section, etc? Journal of Western Archives? Records Management?
 - 1. **Action item for Ryan:** Any JWA article authors that might be good fits for program/annual meeting?
 - 2. **Action item:** Loosely think about what you've seen on listservs/communities and topics/presenters that might be good for annual meeting. Ethical considerations
 - b. Other items
- V. Wrap-up (5 minutes)
 - a. Next meeting - mid January?

CEPC Minutes
January 17, 2024, 1-2 pm EST (10-11 am PST)

NEW ZOOM LINK -

<https://charlotte-edu.zoom.us/j/98022670935?pwd=THp5R2R2VEg1ZHpKMUozSVdYK242dz09>

Notetaker: Carrie (backup: Ryan)

- I. Welcome and Hellos (5 minutes)
- II. Action Items (record-keeping purposes only)
 - a. Determine what files need to go where and present to full committee at next meeting - can view recommendation on spreadsheet - SAA CEPC files - sharing to SAA Connect & Microsite
 - i. Subcommittees should review to ensure the spreadsheet has a thorough list of document types
 - b. Questions for Chela Weber? Add to document - Total Cost of Stewardship - Questions list
 - c. Brainstorm programming opportunities or collaborations for annual meeting (or independent)
- III. Subcommittee updates (45 minutes)
 - a. Documentation (Dennis and Ryan)
 - i. Recommendations
 1. SAA Connect can serve as the institutional memory for CEPC. Add files from past 3 years and leave up indefinitely.
 2. CEPC microsite for public facing documentation for a set period of time. Maintain 3-5 years of files
 3. Google Drive will be for collaborative work - working documents & drafts. Not the official record, but convenience copies.
 4. Documentation subcommittee - responsible for keeping up the microsite and managing regular transfers to SAA archive at UWM
 - ii. Breakdown of recommendations for specific files and where to share - SAA CEPC files - sharing to SAA Connect & Microsite
 - iii. Discussion: Ryan reported on spreadsheet they created to breakdown recommended sites for each type of communication/documentation need (above). SAA Connect as “institutional knowledge” site and act as an archive; Microsite as a place for more recent work (3-5 years. Start with 5 probably) and really for current, public-facing work; Google Drive as a place for working docs. The documentation subcommittee should be charged with maintaining microsite and transferring relevant documents to the official SAA archives. Big question: are there any other files or file systems that aren’t reflected in the spreadsheet that need to be? Outgoing ch-chair will be responsible for the annual report and making sure to transfer their files to the microsite or other relevant places (or to the documentation committee- maybe update the bylaws to reflect this).

Things that live exclusively on Google Drive won't go to SAA archives- SAA prefers to do the archive collection via web crawl rather than direct submission.

1. Re bylaw change from Michelle: Just heard back from Council regarding the change to the bylaws; it will need to go before your membership for a vote, so maybe think about any other changes you'd like to make at the same time. The vote would be wrapped into the section elections (Nikki will start another doc to track the governance processes we need to go through here to get Council approval)
 - b. Outreach (Ashley and Carrie)
 - i. Updates
 - 1.
 - ii. Questions for Chela Weber? Add to document - Total Cost of Stewardship - Questions list
 - iii. Next event?
 - iv. Updates/Discussion - conversation scheduled on January 30, 2024 with Chela Weber; interested in hearing more now during meeting to see what else folks might like to hear from Chela; starting to get the word out about the event and get folks registered; meeting with Chela next week to touch base and share questions with her; can use announcement outline from last year to edit and update for this event; will start sharing announcement next week; soliciting ideas for next topic or speakers (hoping to do another event in March- Ryan mentioned he may have a lead- he will connect those colleagues with the subcommittee to discuss whether they would be better for the online conversation series or the annual meeting)
 - c. Case studies (Celeste and Haley)
 - i. Updates: Haley reached out to SAA- working on getting a WordPress up and running for case studies. When that is functional they will put out a call for participants. Hoping to get into a schedule to post about once a quarter
 - ii. Next steps?
- IV. New business (15 minutes)
- a. Annual meeting programming or speaker ideas (keeping in line with ethical stewardship):there may be some good ideas that come out of the JoWA special issue or some of the conversations that come out of the online stewardship conversations.
 - b. Other items: Do we want a logo? Specifically to use on the blog. Michelle cautions that this may be time intensive and that we may already have an SAA-generate logo or branding that we could use that will lighten the load of creating and maintaining that. It looks like only sections have pre-designed logos- not committees. So may may try to either ask for one or create something simple based on other SAA brands/logos.
- V. Wrap-up (5 minutes)

a. Next meeting - late February?

CEPC Minutes
February 28, 2024, 2-3 pm EST (11 am - 12 pm PST)
[Zoom link](#)

Notetaker: Ryan (backup: Dennis)

- I. Welcome and Hellos (5 minutes)
 - a. Celeste excused
- II. Old-business / Action Items
 - a. Do we need to continue the discussion regarding a CEPC logo?
 - i. See below under the “Case studies” report.
- III. Subcommittee updates (45 minutes)
 - a. Documentation (Dennis and Ryan)
 - i. Governing document
 1. Governing doc doesn’t get into this level of detail regarding file storage and sharing/archives committee materials, so there is nothing to change necessarily, unless we want to add wording
 2. Governing doc edits - 2023-2024 Proposed Edits to CEPC Governance Doc
 - a. We submitted proposed edits last summer that were approved by Council in July, but not reflected on [SAA website](#)
 - b. Should we consider updating references to “case studies” in Gov doc and resubmitting to Council?
 - c. Michelle Ganz asked to have these changes sent to her again so she can push them through.
 - d. May need to change where the doc states “Case study” if we are planning to get rid or move away from this model.
 - ii. Group decision - is this complete and approved?
 1. SAA CEPC files - sharing to SAA Connect & Microsite
 2. No comments made, so we can consider this complete and approved.
 - b. Outreach (Ashley and Carrie)
 - i. Report on Jan 30 event with Chela Weber
 1. 78 attendees, more than last year
 2. Lesson learned: Moving forward, possibly act on registration to SAA Zoom account sooner. Nikki mentioned needing to send a follow up email to get the registration link.
 3. Michelle said we can use her for a Zoom account if getting one directly from SAA is an issue.
 - ii. Next event?
 1. Not figured this out yet.
 2. Could possibly include Karen Glenn and her group from BYU for either the annual meeting or Spring event.

3. **Action item:** Nikki will follow up with Karen on this.
- c. Case studies (Celeste and Haley)
 - i. Blog updates
 1. Email address for CEPC
 - a. Currently using Haley's work address. Will need to come up with a generic solution, or pass it along to the next person. Easy to change.
 2. Logo solution?
 - a. Using a thumbnail of image with "Case Studies in Archival Ethics" that had already been created, not sure of the source.
 3. Creative Commons License
 - a. Recommending CCBY 4.0
 - b. Suggestion from Carrie of having authors choose their preferred CC option, if possible.
 4. Call for content: March 4th unless we hear otherwise
 - a. Nikki recommended doing a call for submissions AND a call for feedback on submission guidelines, if they are a barrier for submission.
 - b. Michelle also suggested having an option to submit anonymously.
 - c. Nikki also suggested having the ability to submit multiple types of submissions - case studies, discussions, thoughts, etc.
 5. Link: <https://cepccasestudies.wordpress.com/>
 6. There is a link to the submission form in the "About" page, along with guidelines for the submission process.
 - a. Recommendation from Nikki to lower the threshold for submission to make it less formal.
 - b. Can even move to conversations and discussions on ethical dilemmas, instead of focusing on just case studies.
 - c. **Action item:** Subgroup members to update form so no longer mentioning SAA CEPC email (this email account does not exist).
 7. **Action item:** Committee members to review the blog for discussion at the March meeting. By the end of the next meeting, have something ready to send out for call for submissions.
 - a. Blog editorial and upkeep responsibilities
 - b. Case Studies blog contents/layout
 8. **Action item:** Haley will report back to Celeste and determine whether to do a soft call or wait until after the next meeting before sending out a call for submissions.
 - ii. Update to governing doc?

1. Probably not, since just making this a more informal platform for case studies.

IV. New business (15 minutes)

- a. Annual meeting programming or speaker ideas (keeping in line with ethical stewardship)

- i. It was decided to ask Karen Glenn et al to present on their topic (Reappraisal and Total Cost of Stewardship) at the annual meeting.

- ii. Ethics of not reappraising

1. Have Dennis lead a discussion on this topic, similar to one he did at MARAC

2. Nikki recommended getting with Ashley and Dennis to come up with a discussion topic, maybe a more organic discussion instead of just listening to an expert on the topic

- b. Other items

V. Wrap-up (5 minutes)

- a. Next meeting - late March or early April?

CEPC Minutes
March 29, 2024, 2-3 pm EST (11 am - 12 pm PST)
[Zoom link](#)

Notetaker: Dennis (backup: Nikki)

- I. Welcome and Announcements (5 minutes)
 - a. Completed sign-up for Early Career Member (NLT)
- II. Subcommittee updates (30 minutes)
 - a. Documentation (Dennis and Ryan)
 - i. Governing document
 1. Summer 2023 updates now reflected on the [SAA website](#)
 - ii. Group decision - Approve: SAA CEPC files - sharing to SAA Connect & Microsite
 1. Action item: Nikki, Ryan, & Dennis will meet to establish next steps on implementing approach outlined in spreadsheet
 - b. Outreach (Nikki, Ashley and Carrie)
 - i. Reappraisal and Deaccessioning
 1. Late May / early June - Laura Uglean Jackson & co-presenter?
 2. Marcella Huggard confirmed as co-presenter
 3. Slated for 3rd week in May (week before Memorial Day)
 - ii. Action item for AWC: Create doc to send to committee for hypothetical situations
 - c. Case studies (Celeste and Haley)
 - i. Blog updates
 1. Subcommittee & Chairs meeting - March 11
 - a. Discussed explaining nature of blog more broadly to ethical issues and archives
 - ii. Blog [About](#) and [Submissions](#) pages have been updated with revised call
 1. Need to flesh out editorial review process Blog editorial and upkeep responsibilities - Google Docs
 2. Need to develop standard language for responses (e.g.,
 3. Question of anonymous submissions – publish anonymously even if on the backend we will know who the author is.
 4. Disclaimer regarding legal/whistle-blowing issues.
 - iii. Feedback?
 1. CEPC members provide input on call for submissions by next committee meeting
 2. Possibility of CEPC members seeding blog with content
 3. Q&A interview style posts that pose questions to peers in the profession (e.g., how do archival educators present ethics in grad school programs?)
 - iv. When to send out call?

1. Call to be sent out in May to generate interest & possible content before SAA Annual Meeting in August.

III. New business (20 minutes)

- a. Annual meeting programming or speaker ideas (keeping in line with ethical stewardship)
 - i. Reappraisal and Total Cost of Stewardship (BYU) - Karen Glenn, John Murphy, Cory Nimer, and Dainan Skeem
 1. Find time to start planning with presenters

IV. Wrap-up (5 minutes)

- a. Next meeting - Early May?
 - i. Nikki will send out a poll to set up the next meeting.

CEPC Minutes
May 6, 2024, 1-2 pm EST (10-11 am PST)
[Zoom link](#)

Notetaker: Celeste (backup: Haley?)

- I. Welcome and Announcements (5 minutes)
 - a. Completed sign-up for Early Career Member at last meeting; no response yet (NLT)
- II. Subcommittee updates (30 minutes)
 - a. Documentation (Dennis and Ryan)
 - i. Governing document
 1. Summer 2023 updates now reflected on the [SAA website](#)
 - ii. Group decision - Approve: SAA CEPC files - sharing to SAA Connect & Microsite
 - iii. Still needed - meet to divide task
 - b. Outreach (Nikki, Ashley and Carrie)
 - i. Reappraisal and Deaccessioning discussion, May 21, 3 pm EST / 12 pm PDT
 1. Laura Uglean-Jackson, Digital Archivist, Denver Museum of Nature and Science
 2. Marcella Huggard, Hosting Services Onboarding Coordinator, Lyrasis
 3. Planning and promotion? Announcement drafted; promotion can be divided up among the group: create a list of locations to promote on the bottom of the document
 - ii. Crowdsource hypothetical scenarios/situations: any additional hypotheticals are welcome in the document, but 4 is a good number if none are added.
 1. Possible Google Form for attendees to submit situations before the event? **[TO DO]**
 2. Set up planning/touch base meeting with Laura and Marcella **[TO DO]**
 - c. Case studies (Celeste and Haley)
 - i. Blog updates
 - ii. Blog [About](#) and [Submissions](#) pages have been updated with revised call; title has been updated and logo has been changed to SAA logo
 - iii. Any new feedback
 - iv. Call for submission - May 2024
 1. Hypothetical situations as a place to start for seeding blog posts?
 2. Loose summary of Laura and Marcella's ethics takes on the hypotheticals?
 3. Announce that blog exists and include link to submission page at Reappraisal and Deaccessioning event **[TO DO]**

III. New business (20 minutes)

- a. Annual meeting planning (Nikki, Ashley, Dennis)
 - i. Programming: continue discussion of Total Cost of Stewardship
 - 1. BYU, Lee Library - Karen Glenn, John Murphy, Cory Nimer, and Dainan Skeem
 - 2. Article forthcoming for *Journal of Western Archives* focused on collection stewardship in the age of finite resources
 - 3. Add a verbal/announcement version of blog call for submissions to the draft document to be circulated here [TO DO] Done:
<https://docs.google.com/document/d/1z8yxcv2qCkjWMBSSG7ASwjr0StTDtiuc5Wa7WLzcNTg/edit>
 - ii. Meeting scheduled for Tuesday May 21, 12 pm EST to develop presentation/format for programming
 - iii. Draft Agenda

IV. Wrap-up (5 minutes)

- a. Next meeting - mid June meeting?
 - i. Primarily discuss blog status and seeding content?
 - ii. Statement/comments/guidance re: ethical collecting in times of crisis and in response to, e.g. campus protests
 - iii. Possibility of working with Council to include CEPC in the process of SAA issuing statements on current events, etc.
 - iv. Nikki, Dennis, Carrie, Celeste will begin to draft a statement on ethical acquisitions and accessioning in response to student-led campus protests [TO DO]
 - 1. Next SAA Council meeting is the in-person SAA annual meeting (so we have some time for the draft statement)
 - 2. However, we can make a statement ahead of time with the caveat that it has been submitted to Council/will be before Council, including ON THE BLOG (per Dennis)

CEPC Minutes
June 21, 2024, 2-3 pm EST (11-12 pm PST)
[Zoom link](#)

Notetaker: Haley (backup: Carrie)

- I. Welcome and Announcements (5 minutes)
 - a. Ryan accepted as Jr. Co-Chair
- II. Old Business
 - a. Ethical Acquisitions Working Group (15 minutes)
 - i. Statement on Ethical Acquisitions of Campus Protest Materials
 - ii. Decided to not go through SAA Council or SAA Standards Committee process due to how long it would take - At their May meeting Council discussed the possibility of crafting comprehensive statement guidelines to elucidate SAA's overarching stance.
 - iii. Announcement on the Microsite links to the blog - consider adding full statement to the microsite
 - iv. Included in the June 12 SAA In the Loop distribution email
 - v. Referenced in the ASERL webinar [Documenting Dissent: Capturing Student Protests, Navigating Disinformation, and Ethical Considerations](#)
 - vi. SAA Diversity Business Meeting, July 18 at 2:00-3:30 EST
 1. Topic - Collecting on campuses in times of protest panel
 2. Nikki and Celeste will speak statement, including impetus and process - **TO DO**: Planning Meeting TBD
 3. They're struggling to find panelists to discuss collecting efforts and/or decisions, so if you have ideas I can pass those on - Nikki will update everyone on the List-serv
- III. Subcommittee updates (20 minutes)
 - a. Documentation (Dennis, Ryan, and Nikki)
 - i. Ongoing responsibilities:
 1. End of Chair's term (along with drafting final annual report), they will:
 - a. Ensure year's files on SAA Connect
 - b. Ensure year's files on CEPC microsite
 - c. Transfer Google drive folders to next chair
 2. SAA Archives @ UWM
 - a. Continuing donations made via UWM preferred method of web crawls on the microsite - no Archive-it account or targeted crawling, they rely on the Wayback Machine
 - i. Won't necessarily catch the blog, does that need to be addressed?
 1. FWIW,
<https://web.archive.org/web/20240610023501/https://cepccasestudies.wordpress.com/>

- b. Nikki will share files from Google drive w/ UWM SharePoint
 - c. SAA Connect is a backup for continuity's sake, not working files
 - d. We will decide later if it is not sufficient
 - 3. Ryan will clean up the microsite - delete pages outside the 3+ years
 - 4. Nikki and Ashley to sort out transfer of Google drive files - do we need a meeting?
 - b. Outreach (Nikki, Ashley and Carrie)
 - i. Reappraisal and Deaccessioning discussion, May 21, 3 pm EST / 12 pm PDT
 - 1. 95 attendees
 - c. Blog / Case studies (Celeste and Haley)
 - i. Call for submissions went out in May 2024
 - 1. Received an email with an inquiry last week
 - ii. How do we want to go about seeding the blog with more content?
 - 1. summary of Laura and Marcella's ethics takes on the hypotheticals - anonymized comments from the event [Celeste will draft]
 - 2. Write up the upcoming Business Meeting
 - 3. Write up of the Diversity Business Meeting
 - ii. Verbal/announcement version of blog call for submissions to the draft document to be circulated here -
<https://docs.google.com/document/d/1z8yxcv2qCkjWMBSSG7ASwjr0StTDtiuc5Wa7WLzcNTg/edit>
- IV. Annual meeting planning (Nikki, Ashley, Dennis) (15 minutes)
 - a. Tuesday, 7/23, 11 am Pacific, 12pm Mountain, 1pm Central, 2pm Eastern
 - b. Continue discussion of Total Cost of Stewardship
 - i. BYU, Lee Library - Karen Glenn, John Murphy, Cory Nimer, and Dainan Skeem
 - ii. Glenn, Karen; Murphy, John; Nimer, Cory L.; and Skeem, Dainan M. (2024) "Stewardship and Sustainability: Applying the TCOS Framework to Reappraisal," Journal of Western Archives: Vol. 15: Iss. 2, Article 6.
<https://digitalcommons.usu.edu/westernarchives/vol15/iss2/6>
 - iii. **TODO** - Meet again in July, send out announcements after July 4
 - c. Met to discuss presentation/format for programming
 - i. Draft Agenda
 - ii. 20-30 minute presentation, remaining time for discussion/questions
 - iii. Record up until the point of questions
 - iv. Outline will be similar to article
 - v. Bring in ethics in through process – prior to the legal aspects, nitty gritty (ethical considerations made throughout the process even if they aren't identifying them as ethics)
- V. Wrap-up (5 minutes)

a. Meet before Business Meeting - not needed