

**I&A Steering Committee Meeting, 2018-10-03**  
**10:00am-11:00am PST**

**Call-in Number: (641) 715-0700**

**Access Code: 767350**

**Present: Courtney, Steve, Sara, Summer**

**Not Present: Samantha, Ruth, Kristin, Rachel**

**Notetaker: Courtney**

**Agenda**

**Introductions**

Chair: Courtney Dean, UCLA

Vice-Chair: Summer Espinoza, Cal State Dominguez Hills

Immediate Past Chair: Rachel Mandell, USC

Steering Committee:

Steve Duckworth, Oregon Health & Science University;

Sara DeCaro, Baker University;

Samantha Brown, New York Historical Society;

Ruth Slagle, The Baptist College of Florida

Intern: Kristin Hare

SAA Council Liaison: Bertram Lyons

**Affiliated Groups**

- Committee on Public Policy (CoPP): Sarah Quigley  
<https://www2.archivists.org/groups/committee-on-public-policy>  
*Legislative, governmental concerns*
- Committee on Public Awareness (CoPA): Caryn Radick  
<https://www2.archivists.org/groups/committee-on-public-awareness>  
*Promoting archives/archivists to general public, users*
- Regional Archival Associations Consortium (RAAC): Mary Rubin  
<https://www2.archivists.org/groups/regional-archival-associations-consortium-raac>  
*Regional archival groups*
  - RAAC Advocacy Subcommittee: Philip Skroska  
<https://www2.archivists.org/groups/regional-archival-associations-consortium-raac/advocacy-subcommittee>  
*Local advocacy, open communication*
  - Public Awareness Subcommittee: Mary Rubin  
<https://www2.archivists.org/groups/regional-archival-associations-consortium-raac/public-awareness-subcommittee>

## **Overview of Roles and Responsibilities**

### ***Outreach***

- Social Media (Facebook, Twitter): **Samantha**
  - Everything posted to FB gets pushed to Twitter
  - Post anytime we update blog
  - Relevant articles, trending topics
  - Adding other groups with similar focus
  - Be present and engaged
- Blog master: **Summer**
  - Posting to the Wordpress site
  - Send email to I&A list when a new post goes up
  - Evaluate and update design and usability of site as needed
- I&A Liaison/Meeting Minutes: **Sara**
  - Forwarding relevant emails to I&A Section list
  - Respond to emails from outside of the Steering Committee (ex. Did this bill pass the house?)
  - Reach out to collaborators as needed
  - Take minutes on Google Doc during Steering Committee Meeting and post to microsite
  - General microsite upkeep as needed
- I&A Monthly Recap: **Courtney or Kristin?**
  - Brief monthly update to I&A list aggregating what Steering Committee up to, new blog posts, keep rest of section in the loop

### ***Research***

- Research Team Leader(s)- **Steve**
  - Rethinking how done in the past (last year two teams, previously 6 teams, complex deliverables), team leaders more autonomy going forward, posts based on actual data collected
  - Combine Legislative and General News into “Research Team” (5-7 participants)
    - Monitor news sources, legislative issues
    - Leader/team determines how data collected, what shape posts take
    - Deliverable: 3-5 posts per year
  - Get 5-6 people to commit, schedule out blog posts similar to Archivists on the Issues.
  - Rename “Archivists on the News”

### ***Blog Series***

- Steering Shares: everyone!
  - 3 per year for every Steering Committee Member- who you are, personal passion/issues
  - Already scheduled in Google Calendar

- Topics: Archival issue, why advocacy is important, professional background, etc., ideas?
- **Archivists on the Issues- Ruth (Rachel as backup)**
  - Solicit up to 3 standing contributors
  - 3 posts per year on same topic (per person)
    - TBD in Google Calendar
    - Explore topic over several posts with option to present at I&A meeting at SAA
  - If not enough interest, reach out to community for blog contributions
    - Anyone in the field that you think would make a good contribution to the blog-- let us know!
  - Great opportunity for presenting (and publishing) without having to propose through regular SAA channels
- **ICYMI:** As needed
  - I&A Members recap of conferences, workshops, etc.
  - Ask friends/colleagues to contribute

*\*Note: blog calendar is flexible! We realize we're all busy and volunteering but out of courtesy, if going to be late just make sure to give us a heads up.*

### **Special Project**

Profession-wide survey on the use of temporary and contract labor! (Courtney, Steve, Summer, Sara-anyone else?)

- Ad-hoc team
- Timeline
- Consultants and funding

### **Other things!**

- Joint Advocacy Call (2 times per year) run by I&A (Courtney)
- RAAC: Library Design Share Portal (Summer + anyone else)  
<https://librariandesignshare.org/>  
 Templates for various advocacy efforts- events, flyers, etc.
- CoPP: Federal funding advocacy initiatives (e.g. Archives on the Hill)
- Branding
  - Logo and Wordpress refresh
  - CD to talk to Grace!
- More ideas??
- Standing meeting time?
  - First Wed. of every month, 11:00 am PST (hour later than today)
    - Good for Steve and Sara
  - Move meetings to quarterly
    - Standing meeting and cancel as needed
- Anything else?

## **Action Items**

Courtney: Set up Fall advocacy call, convene survey project ad hoc team

Steve: Send out call for “Archivists on the News”

Sara: Meeting minutes starting November, get microsite info from Courtney to post

Summer: get Wordpress info from Courtney, start posting Steering Shares as they come in to I&A email

Samantha: Social media

Rachel: choose assignment

Ruth: choose assignment

Kristin: choose assignment